ANNUAL REPORT

OF THE

ARCHITECT OF THE CAPITOL

FOR THE PERIOD

October 1, 1979 to September 30, 1980

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Washington, D.C. 20515

This Fiscal Year 1980 Annual Report covers the period from October 1, 1979 through September 30, 1980. It represents the fifth such report published by the Architect of the Capitol since the concept was revived in Fiscal Year 1976.

The purpose of the Annual Report is to record those significant events and the work accomplished by the Office of the Architect of the Capitol during the past fiscal year. The report covers all activities under the Architect and is organized, as is the Office itself, into Central Office activities including Architecture, Engineering, Administration and Construction Management and the activities of Property Management/Buildings and Grounds.

Central Office activities are described through the Executive Committee Offices of the Assistant Architect, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. Property Management/Buildings and Grounds activities again encompass the Capitol Building, Capitol Grounds, Senate Office Buildings, House Office Buildings, Library of Congress, Capitol Power Plant, Botanic Garden and Supreme Court.

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George M. White, FAIA
Architect of the Capitol

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THE ANNUAL REPORT OF THE ARCHITECT OF THE CAPITOL
FISCAL YEAR 1980

The Annual Report of the Architect of the Capitol was first submitted to Congress in 1818. A report was not submitted between 1947 and 1975, although the Architect, pursuant to section 105 of Public Law 454, 88th Congress, publishes a semiannual report on expenditures from moneys appropriated to his various accounts. The Annual Report of the Architect of the Capitol was reinstituted in Fiscal Year 1976; subsequent reports have been published for Fiscal Years 1977, 1978, and 1979.

OFFICE OF THE ARCHITECT OF THE CAPITOL

The first Architect of the Capitol was appointed in 1793 by the President of the United States. During the period of the original construction and major growth of the Capitol (1793–1865) appointments were made to the position of Architect at such times and for such periods as the various stages of the construction work required, although the position was virtually continuous. The Office of the Architect has, however, actually been continuous from 1851 to the present.

The functions of the office have changed materially through the years in accordance with the increased activities imposed upon it by Congress, due principally to the addition of new buildings and grounds. Originally, the duties of the Architect of the Capitol were to plan and construct the Capitol Building, and later, to supervise its care and maintenance.

Permanent authority for the care and maintenance of the Capitol Building is provided by the Act of August 15, 1876 (19 Stat. 147; 40 U.S.C. 162–163). This act has been amended from time to time to provide for the care and maintenance of the additional buildings and grounds placed under the jurisdiction of the Architect of the Capitol by Congress in subsequent years.

The Architect of the Capitol, acting as an agent of the Congress, is in charge of the structural and mechanical care of the Capitol Building, and making arrangements with the proper authorities for ceremonies and ceremonials held in the building and on the grounds; he is also charged with the care and repair of all works of art in the Capitol, under the direction of the Joint Committee on the Library; he is responsible for the care, maintenance, and improvement of the Capitol Grounds, including 190.5 acres of landscaping, parks, street and parking, and has responsibility for the structural and mechanical care of the Library of Congress Buildings and the United State Supreme Court Building.

Subject to the approval of the Senate Committee on Rules and Administration as to matters of general policy, the Architect is similarly charged with the structural, mechanical, and domestic care and maintenance of the Senate Office Buildings, including the maintenance and operation of the mechanical, electrical, and electronic equipment and the Senate

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subways; he is also responsible for the operation of the Senate Restaurants.

Under the direction of the House Office Building Commission, the Architect is responsible for the structural, mechanical and domestic care and maintenance of the House Office Buildings, including the maintenance and operation of mechanical, electrical, and electronic equipment; he is charged with the care, maintenance, and operation of the Capitol Power Plant, which supplies steam for heating and chilled water of cooling the Capitol, Senate and House Office Buildings, Library of Congress Buildings and the United States Supreme Court Building; heat for the United States Botanic Garden and the House and Senate Garages; steam heat for the Government Printing Office, Washington City Post Office; and steam heat and chilled water for the Folger Shakespeare Library.

Under the direction of the Joint Committee on the Library, the Architect serves as Acting Director of the U.S. Botanic Garden.

The Architect of the Capitol is also charged with the planning and construction of such buildings as may be committed to his care by Congress from time to time. Current projects include construction of the Philip A. Hart Senate Office Building, remodeling of House Office Building Annex No. 2, modification and enlargment of the Capitol Power Plant, and construction of the Library of Congress James Madison Memorial Building. The Architect has also been charged with the development of the Master Plan for Future Development of the United States Capitol Grounds and Related Areas.

The Architect of the Capitol by law serves as a member of the Capitol Police Board, the Capitol Guide Board, the District of Columbia Zoning Commission, the Board of Directors of the Pennsylvania Avenue Development Corporation, and the Advisory Council on Historic Preservation. He is also a member of the Art Advisory Committee on the Washington Metropolitan Transit Authority, the National Capitol Memorial Advisory Committee to the Secretary of Interior, National Conservation Advisory Council, and serves as Coordinator of Civil Defense for the Capitol group of buildings.

The Architect of the Capitol is assisted directly by the Assistant Architect of the Capitol, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. The Architect has established these officers as an ad hoc Executive Committee to assist him in policy determination.

These individuals head the major divisions which comprise the Central Office of the Architect of the Capitol; they are responsible for the administration and coordination of requirements needed to provide for the efficient management and operation of the various programs and activities of the Architect of the Capitol. These activities include architectural and engineering design, construction management and property management, including such diverse concerns as art, photography and real estate planning for future development. Other areas of management such as legal, personnel, procurement, and financial analysis are centrally administered as well.

Also reporting directly to the Architect of the Capitol are the Supervising Engineer, Capitol Buildings; Landscape Architect, Capitol Grounds; Superintendent, Senate Office Buildings; Superintendent, House Office Buildings; and Assistant Director, Botanic Garden. The Supervising Engineer, Library of Congress; Supervising Engineer, United States Supreme Court; and Chief Engineer, Capitol Power Plant report to the Director of

Engineering. The Offices of the superintendents are responsible for the care and maintenance (property management) of their respective buildings under the jurisdiction and supervision of the Architect of the Capitol.

In Fiscal Year 1980 there were 2,034 employees of the Office of the Architect of the Capitol. Of these, ninety positions were assigned to Central Office activities.

CENTRAL OFFICE ACTIVITIES

The Central Office of the Architect of the Capitol is comprised of seven offices, including the Office of the Architect. The functions of these offices and the activities for Fiscal Year 1980 are described, as follows:

OFFICE OF THE ASSISTANT ARCHITECT AND DIRECTOR OF ARCHITECTURE

The Assistant Architect collaborates with the Architect in the management and direction of the functions of the Office of the Architect of the Capitol. The Assistant Architect is principal advisor to the Architect in matters of architectural design of new buildings and renovations and improvements to the existing buildings under the jurisdiction of the Architect. He directly supervises the Architecture Division of the Construction Management Divisions. The Assistant Architect serves as the Acting Architect of the Capitol in the absence of the Architect.

Architecture Division

The Architecture Division is structured to provide services for architectural and interior design, structural engineering, specifications and cost estimating. In addition to producing the documentation for a continuing series of projects devoted to the renovation, restoration and modification of existing buildings, the Architecture Division coordinates and reviews the work of consulting associate architects engaged principally on new construction projects.

The design, drafting, specification and structural engineering components of the Architecture Division prepared documents for 157 projects during Fiscal Year 1980. These projects of various sizes and complexities included alterations, restorations and renovations to the existing buildings on Capitol Hill. Of the 157 projects 41 were located in the U.S. Capitol, 44 in Senate Office Buildings, 47 in House Office Buildings, 8 in the Supreme Court and 8 in the Library of Congress Buildings. The remaining nine projects were distributed between the Capitol Power Plant, the Botanic Garden and the Capitol Grounds. Typically, projects include one or more of the following tasks: on-site surveys and measurements of existing conditions; program development; space and furniture layouts; design and selection of furniture and furnishings; color coordination; preparation of preliminary and final drawings, specifications and graphics; and supervision of the final work.

The Structural Engineer reviewed drawings prepared by the architectural staff for applicable projects. He prepared structural analyses of existing conditions requiring remedial repair, or being proposed to accommodate extraordinary loadings. The Structural Engineer inspected structural com-

ponents on new construction projects, and provided instructions for in-house structural changes.

The staff of the Architecture Division continued to work in close cooperation with the Construction Management Division, the Engineering Department, the Procurement Division, the Associate Architects and the Supervising Engineer and Building Superintendents.

A complete list of projects on which the Architecture Division worked in Fiscal Year 1980 is contained in the Appendix to this report.

Construction Management Alteration and Renovation Division

The Construction Management Alteration and Renovation Division functions as the Architect of the Capitol's "In-house General Contractor." The type of work performed in fiscal year 1980 covered a broad spectrum of construction industry categories including sitework, concrete, stonework, masony, structural steel, and several types of electrical, mechanical and architectural technologies. As with a General Contractor, some work was handled from beginning to end with labor hired by the Division. In other cases, contracts were made with outside suppliers or specialty contractors for particular services which were integrated into the overall project. This Division performed construction cost estimating services throughout the year for the entire Architect of the Capitol organization.

In Fiscal Year 1980, forty-five renovation or alteration projects were handled by the Construction Management Division. The total in-place construction value of these projects amounted to over four and one half million dollars.

Continuing modernization of the House Office Building Annex No. 2 was the largest of the 1980 projects. To date, over 25 million dollars worth of reconstruction has been accomplished in this building. Other significant projects which have been carried out in House of Representative Office Buildings include the modernization of the Cannon Carry Out facility and reroofing at the Seventh Floor level in the Longworth Building. Construction values for these two projects performed during Fiscal Year 1980 were $195,000 and $190,000 respectively. On the Senate side, two major projects were completed in the Dirksen Office Building: the construction of a Network Room for the Senate Computer Center and a Bake Shop for the Food Service Facility. Construction values of these projects were $156,000 and $128,000. Seventy thousand dollars were spent in Fiscal Year 1980 for materials to replace the windows in the Russell Senate Office Building. Fiscal Year 1980 was the third year of a planned four year program for replacing the roof at the Supreme Court at a cost of $181,000 for the year. As part of the Capitol Power Plant project to replace expansion joints in steam lines, the Construction Management Division participated by correcting deficiencies in vaults and manholes at a cost of $100,000.

At the end of Fiscal Year 1980, the Alteration and Renovation Division was staffed by nine supervisory and support personnel on annual salaries. Day labor forces employed at various times during the year included such trades as brick masons, carpenters, electricians, laborers, plasterers, plumbers, sheet metal workers, steamfitters, stone masons and tile mechanics. This labor force fluctuated from a low of 88 to a high of 234. At the end of the year the day labor force totaled 92. During the year, 1,241 purchase requisitions were processed, 12 requests for invitations

to bid were handled, 10 contracts were completed and 88 construction cost estimates were prepared.

The Appendix to this report contains construction data relating to the work of the Construction Management Alteration and Renovation Division.

Construction Management New Construction Division

The Construction Management New Construction Division oversees all major construction projects under the jurisdiction of the Architect of the Capitol. As its name implies the Division is responsible for Architect of the Capitol control of all new building projects, which in Fiscal Year 1980 amounted to almost three hundred million dollars worth of construction. The three "new" construction projects were the Extension to the Everett McKinley Dirksen Senate Office Building, now known as the Philip A. Hart Senate Office Building, the Modifications to and Enlargement of the Capitol Power Plant, and the James Madison Memorial Building of The Library of Congress.

For these projects under construction, the Construction Management New Construction Division provided daily supervision, management, and inspection on the job sites to ensure that all work was performed in accordance with the contract documents and in a timely manner. In addition the Division processed and reviewed shop drawings, technical brochures, samples and contractors' requisitions and claims.

The Division employs its own technical specialists in many fields of construction including scheduling, stonework, masonry, structural steel, architectural specialties, plumbing, heating, ventilating, air conditioning, electrical work, and controls.

During Fiscal Year 1980 the Construction Management New Construction Division was reorganized to delegate more authority for the control of the Dirksen project to the field office staff. Following the completion of the first three phases of this project in prior years, work on Phases IV and V/A continued in 1980. Three additional prime contracts were let in Fiscal Year 1980: Phase V/B (Remaining Interior, Electrical and Related Work); Phase V/B6 (Stone Procurement); and Phase V/B2 (Remaining Elevator and Escalator Work). There are now five active construction contracts underway. Occupancy of the building is scheduled for the end of 1982.

The Capitol Power Plant Project was substantially completed in Fiscal Year 1980, with the only remaining work being the completion of punch list items and the resolutions of outstanding claims.

The James Madison Memorial Building was officially dedicated in April 1980. Although substantially finished such items as the bronze decorative screen, elevator and escalator work, book conveyor system, security fire alarm and HVAC control systems remain to be completed, as do the settlements of claims.

As a result of the substantial completion of these last two projects the Construction Management New Construction Division underwent a reduction in staffing from seventy-four to thirty-four during the year.

Construction data related to the Philip A. Hart Senate Office Building, Capitol Power Plant Remodeling Project, and the Library of Congress James Madison Memorial Building is presented in the Appendix.

OFFICE OF THE EXECUTIVE ASSISTANT

The Executive Assistant collaborates with the Architect of the Capitol in the direction and accomplishment of the functions of the Office of the Architect of the Capitol.

The Executive Assistant is principal advisor to the Architect for and manager of special projects conducted primarily by consultants to the Office of the Architect of the Capitol. Significant among these projects in Fiscal Year 1980 were the continuation of the "Master Plan for Future Development of the Capitol Grounds and Related Areas," the nearly completed "Senate Office Systems Research Project," the new "Capitol Hill Graphics System," and "Renovation Studies for the Russell and Dirksen Senate Office Buildings."

The Executive Assistant also provides general direction for the Curator for the Office of the Architect of the Capitol, including the Architectural Historian, Art and Reference and Records Management Divisions, as well as the Photographic Division.

The Executive Assistant serves as the Acting Architect of the Capitol in the absence of both the Architect and the Assistant Architect and is the designated representative of the Architect to the National Conservation Advisory Council and other similar executive-level representations that may arise from time to time.

Curator

The Curator supervises and coordinates the activities of the Architectural Historian, Art and Reference Division and the Records Management Division. The Curator also prepares exhibitions, supervises care and conservation of the works of art under the jurisdiction of the Architect of the Capitol and supervises art restoration projects.

During the past year a major conservation project was completed on the painting "Baptism of Pocahontas, Jamestown, Virginia 1613" by John G. Chapman. Marion Mecklenburg and assistants performed the necessary cleaning, repair and stretching work.

The Curator also assisted in the exhibition *Thomas U. Walter* held at the Athenaeum in Philadelphia. Important, recently conserved drawings from the Capitol Collection were lent and displayed for the first time in this exhibition. The Curator prepared the exhibition *Art and Architecture of the U.S. Capitol* for the crypt and worked with the Architectural Historian on her exhibition *A Selection of Historic Drawings from the Collection of the Architect of the Capitol* also for display in the crypt. The portrait "Carlo Franzoni" by Giuseppe Bonanni and "A Study for the House of Representatives" by Samuel F. B. Morse were installed in Statuary Hall. The Curator supervised the hanging of historic prints in the Democratic Cloakroom and for various committees and Members of Congress.

This year was also marked by the acceptance of a number of significant works of art into the Capitol Collection. The U.S. Capitol Historical Society donated "View of the Old Capitol" by Christopher Cranch, c. 1840; three drawings for the Senate Reception Room by Constantino Brumidi, c. 1860 and printing memorabilia once belonging to Myrtle Murdock, the first chronicler of Brumidi. Mr. Frank Daniel of Lorton, Virginia donated a fine 19th century mirror made by Charles Lamb. Congressman Barber Conable gave the Capitol a collection of important etchings showing the Capitol at various stages in its history.

Two special events occurred this year. The "Mother Joseph" statue was accessioned into the Statuary Hall Collection (see Art and Reference Report). Fiscal Year 1980 marked the 100th anniversary of Constantino Brumidi's death and the 175th of his birth. A small exhibition was placed in the crypt to honor him and a number of ceremonies were held in the Capitol to commemorate his work.

Dr. Anne-Imelda M. Radice was appointed Curator following the resignation of Dr. David Sellin in August 1980. She currently functions as both Curator and Architectural Historian.

Architectural Historian

The Architectural Historian continued to direct the drawing conservation program. Over 700 of the 1700 historic architectural drawings slated for conservation have received care to date. A sample of the work accomplished was displayed in the crypt exhibition *A Selection of Architectural Drawings from the Collection of the Architect of the Capitol* organized by the Architectural Historian.

The Architectural Historian continued cataloging and condition evaluation of the approximately 55,000 drawings in the Architect's collection. She cooperated with the Director of Architecture and the Records Manager.

The Architectural Historian prepared the *Annual Report of the Architect of the Capitol for the Fiscal Year 1979* as well as other substantial reports including the west front, copper roofing at the Capitol, pavement at the Capitol and Olmsted's tree selection for the west grounds of the Capitol.

Architectural questions submitted to the Architect of the Capitol or to the Curator's office were answered by the Architectural Historian. Fifty-eight such requests required extensive research and written reports.

When requested the Architectural Historian conducted architectural tours of the U.S. Capitol and gave lectures outside the office on the architecture of the building.

Under the supervision of the Curator the Architectural Historian assisted the Philadelphia Athenaeum with the Thomas U. Walter exhibition.

The Architectural Historian also hinged and did minor repair work on the prints that were then hung in the Democratic Cloakroom.

Art and Reference Division

The Art and Reference Division is the repository for historic documents, files and memorabilia relating to the history of the U.S. Capitol and Grounds, the Office of the Architect of the Capitol and all other buildings under his jurisdiction. A comprehensive library of reference works on the Capitol and its collections is also housed in this Division. The Art and Reference Division answers research questions from scholars and interested people outside the office and provides historic background material for various projects in the Capitol undertaken by the Architect.

The Division assists the Curator in mounting exhibits, preparing written descriptions for displays and in the conservation of documents and art work.

Queries to the Art and Reference Division increased about 28 percent over the preceding year. A total of 2,864 requests made by telephone and visits to the office were answered by the Division. Correspondence totaled 885 letters, an increase of 13 percent. One hundred eighteen researchers used the reference facilities in person. The most popular projects for students and researchers were Benjamin Latrobe, Charles Bulfinch, Vinnie Ream, Constantino Brumidi, cast iron in the Capitol, the dome, Botanic Garden, Minton tile, "Ghosts in the Capitol," Thomas U. Walter, Cornelius and Baker (iron and chandelier fabricators), and artist Albert Bierstadt.

In addition to supplying the major networks with information on historic subjects and photographs, assistance was given to the National Geographic for their special publications division and film strips. Washington Board of Trade, Scholastic Magazine, the Federal Information Center, Congressional Research Services, Reader's Digest, American Heritage and Time-Life Books were among those organizations that received special consultation. Twenty-five tours and five slide presentation programs were conducted by the head of the Division for universities, art or architecture students, foreign visitors, and Members of Congress.

Request for genealogical information from descendants of Architects of the Capitol and public figures represented in the Statuary Hall Collection are on the increase. Twenty-four books and 175 new slide subjects were added to the Art and Reference collection.

The Speaker has permitted incumbent Congressmen to use the Prayer Room for marriage ceremonies. Because no records had been kept, a project of documenting the seven marriages in the room was compiled. Many of the major press releases on the most popular subjects were updated.

Washington State's second statute, "Mother Joseph" by Felix W. de Weldon, was presented May 1, 1980, in appropriate ceremonies in the Rotunda. The statute was moved later to its permanent location in the Hall of Columns. This office had furnished procedural and historic information to the artist, Senator Magnuson, the Mother Joseph Foundation and Washington State officials in planning the ceremony.

A national wire story about the "mystery bust" in this office brought over 100 letters offering solutions to the subject's identity. A subsequent feature story in *American Heritage* and on television fanned the fires and the subject continues to be of curious interest.

Walker Hancock was selected by Senator Muriel Humphrey as the sculptor of her late husband's bust to be placed in the Vice Presidents' collection. Art and Reference continued its special service to the *Thomas U. Walter* exhibit at the Athenaeum in Philadelphia which opened in November 1979.

During the summer, conservation continued on the Thomas U. Walter manuscript letters. The Architect's collection contains thousands of letterpress letters on a tissue thin paper dating from 1855 to 1867. Two letters are encapsulated in a mylar envelope with acid free paper between them. A flange on the left margin allows for binding. Machine copies may be made through the mylar and miniscule air pockets at each corner permit the manuscript to breathe. The odd size of the letters requires the conservator to cut the mylar from large rolls and to seal the sheets with double face tape. This process protects the letters, and it is

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reversible should the need arise to remove them from the encapsulation. Five thousand two hundred and forty-seven pages were completed, bringing the total to 6,732 for two summers' conservation work.

Miss Mildred Thompson, a great-grand niece of Lola Brumidi, presented memorabilia that had belonged to the artist, Constantino Brumidi and his family. Her gifts consist of one photograph of the Apotheosis dated 1866, 1 silver napkin ring decorated with the head of a Greek maiden in relief with "Lola" engraved on the reverse, 1 sterling silver pen knife engraved with the name "Brumidi," 1 round silver napkin ring with the initials "C.B.," 1 nickel plated snuff box measuring 3½" X 2", 1 tin type of Brumidi in a pressed metal frame about 2½" round. These items, coupled with the Capitol Historical Society gift of Brumidi tinted drawings of the Senate Reception Room decorations, became the basis of a special Brumidi exhibit consisting of one floor case and two wall cases. Additional research produced Brumidi's itemized list of the scenes and cost of decorating the room. This special exhibit commemorated the 100th anniversary of the artist's death.

Records Management Division

Fiscal Year 1980 began with the arrival of the newly purchased Kodak planetary camera, to be used to microfilm architectural and engineering drawings and over-sized records and books. The size of the camera necessitated the removal of a wall in the office of the Records Management Division (HB-32) and raising the ceiling in the area where the camera would be located. The necessary quality control standards for the operation of the camera such as temperature, lighting and clean environmental conditions were met and surpassed. This large and important remodeling project was so successful that visiting agencies and institutions now use the Architect's layout and control standards as a guide in setting up their own micrographic areas.

The most important accomplishment for the Records Management Division in Fiscal Year 1980 was gaining the approval and endorsement of the Architect of the Capitol for the Records Schedule for the Office of the Architect of the Capitol. The Schedule has been a major priority of the Division for the past four years; it marks the first time that policies and procedures have been established for all records of the Office as to their retention and disposition requirements. It also sets forth procedures for the orderly and systematic preservation of all historic and/or legally valuable records in a controlled storage area. The Schedule has been printed and distributed to all divisions and offices under the Architect, with follow-up orientation meetings to explain the procedures needed to be taken.

Working with the Architect's photographer, the Division established procedures for the archival preservation of all original 35 mm slides thorough refrigeration with controlled humidity.

A computer program to store and retrieve data on each of the 2400 slides in the Architect's collection was planned and written. An accession card was made for each slide, listing the accession number, detailed description of subject, date or time period of slide subject, copyright owership of slide, whether it is color or black and white and all subjects of slide content. The Data Processing Division handled the input of this data into the computer. The program was written to enable one to retrieve information by use of either the accession number of the slide or the subject matter involved. The next group of records to be programed will be the approximately 10,000 engineering drawings on microfilm.

Photographic copying of the early construction photos of the Library of Congress continued through Fiscal Year 1980. This project is expected to be completed in early 1981. Jackets and negative cards were typed and all photos stamped with our new photographic index number.

The subject files of the Architect and Executive Assistant to the Architect were microfilmed. A trial project producting microfiche instead of the conventional roll film was initiated; it was decided that the time involved in producing the fiche precluded the ease in retrieval of using the fiche. The film has since been loaded in cartridges and indexed.

In the second half of Fiscal Year 1980 a study was made on the conditions and requirements for a controlled storage room for the archival preservation of the Architect's historic and/or legally valuable records. Finding a room or area meeting these requirements remains a problem.

With the renovation work planned for the Library of Congress, the consulting architects, Arthur Cotton Moore Associates, had need for prints of the early construction drawings for the Library. Two years ago the Architect's Office had borrowed these older drawings from the Library of Congress and microfilmed them. The Records Management Division made approximately 100 prints of these drawings for the consulting architects and loaned them an addition 1200 prints previously made from these drawings and in the Architect's possession.

Other specific tasks accomplished by the Division included:

One hundred seventy five new 35mm slides were accessioned and indexed for the Architect's slide collection.

Twenty-four new books were accessioned and catalogued for the Architect's Library.

Over 1200 aperature cards of microfilmed architectural and engineering drawings were duplicated and distributed.

Approximately 225 prints were made with the Oce Enlarger-Printer.

Several slide presentations concerning the Master Plan were compiled.

Many Divisions were assisted in an evaluation and organization of their inactive records.

Photography Division

The Architect's photographers take, process and print photographs of special events and of office projects including construction work, maintain photograph files for historical purposes, and provide negatives to the Library of Congress Photoduplication Service from which they make prints for public purchase.

This Division supplies all still photographic services requested by the Office of the Architect and its Divisions. Original photography on location or in the studio, black and white prints, color prints, enlargements, negative development, originals and 35mm color slide duplicates, color transparencies, and copy negatives are routinely produced. Mounting, matting and other finishing procedures are applied as needed. An extensive photo negative and print filing system is maintained to protect and preserve these valued records. A loan service makes available to the public and other Government agencies through the Library of Congress and outside laboratories materials for research, publication and display. All ID cards for the Senate Restaurant and help with IDs for the Office of the Architect of the Capitol, Personnel Division, is another service provided by the Photographic Laboratory.

During the fiscal year approximately 10,000 8x10 inch black and white prints were produced while 2,356 negatives and transparencies were added to the files. Four thousand seven hundred protective negative envelopes were completed and 2,193 prints were finished from files or printed to order. Large format display prints, slides and copy negatives were also made in large numbers.

There were a number of special projects in Fiscal Year 1980. A number of color and black and white photographs were made for inclusion in THE CAPITOL—A PICTORIAL HISTORY OF THE CAPITOL AND OF CONGRESS. Photographic enlargements for inclusion in the crypt display cases were started this fiscal year. Other events such as the dedication ceremonies at the James Madison Memorial Library, the State of the Union, the Fourth of July Concert and fireworks and the Christmas Tree Lighting were photographically recorded. The Capitol Power Plant Refrigeration Project and the James Madison Memorial Library Project were completed and photographic coverages were discontinued, while Hart Building Project photographic coverage has increased since severa' contract phases are under way simultaneously. The Alterations and Renovations Division of Construction Management continue to request considerable photography. Now fewer prints of each construction project negative are produced as an economy measure and approximately 2,000 fewer 8x10 glossy prints were produced although the total negatives filed almost equaled the number during Fiscal Year 1979.

Master Plan for Future Development of the Capitol Grounds and Related Areas

The Legislative Branch Appropriations Act of 1976 (89 Stat. 269–288–9) authorized the Architect of the Capitol to proceed with the preparation of a master plan for the future development of the U.S. Capitol Grounds, for the possible enlargement of those Grounds and for the future expansion, growth, and requirements of the Congress and such parts of the judiciary branch as appropriate.

In August of 1976, the Phase I Report was published which outlined for the Congress and interested citizens the results of a preliminary survey of existing conditions, the status of space and facilities, movement problems, visual disruption, and the need for environmental protection and enhancement. It further outlined in detail the method and scope of the entire study.

In August of 1977, the Phase II Report, "Toward a Master Plan for the U.S. Capitol, Phase II, The Alternatives", was published. This report and accompanying technical reports document results of the data analysis, all alternatives studied, and conclusions drawn. In Fiscal Year 1978 the Architect of the Capitol, his staff, and the Planning Group conducted a series of presentation and discussion sessions with appropriate committees of the Congress, the general public, community leaders, institutions, agencies and property owners involved in or affected by the alternative actions under consideration. The results of these sessions have now become part of the analysis and public record. They were taken into account in preparation of Phase III, the final phase of the Master Plan.

In response to recommendations made during the review of Phase II, specifically in response to the National Capitol Advisory Group, a design collaborative was organized. Called Phase IIIA, this collaborative was designed to augment the design investigation that was the Planning Group's first task in Phase III. It was decided that in addition to the

architects of the Planning Group it would be desirable to commission several others of acknowledged national reputation in design to participate in this effort. I. M. Pei, Hideo Sasaki and Harry Weese were thus asked to join Aldo Giurgola and Daivd Wallace in the next phase of the study. Phase IIIA was initiated March 5, 1979. The objective of the design collaborative was the independent investigation of the urban design concepts by each of the participants, including a re-evaluation of the constraints developed during Phase II, followed by a collaborative determination of the final urban design concept. A collaborative session was held on May 14, 1979, resulting the identification of both areas of consensus and the differences requiring further resolution. To further critique the findings of the design collaborative, a series of meetings was held with those involved, other design professionals and several professional groups. Following these reviews a synthesis was made and the basis for proceeding with the remainder of Phase III, preparation of the final Master Plan, was established.

By Spring of 1980 the U.S. Capitol Master Planning Group was well on the way to the Phase III preparation of the Master Plan. Following the pattern established in Phases I and II, the Architect of the Capitol and the Planning Group conducted a further series of presentation and discussion sessions as work progressed through the summer. These public sessions culminated with the public meeting in September of Fiscal Year 1980 at which the nearly completed Plan was presented. Again, the results of these sessions were recorded and form a part of the analysis and record of the final Plan.

It is expected that the report, "The Master Plan for the United States Capitol," will be submitted to Congress for consideration and approval in Fiscal Year 1981.

Senate Office Systems Research Project

The Architect of the Capitol, authorized by the Legislative Branch Appropriations Act of 1976, (89 Stat. 269, 289) and acting under the direction of the Senate Committee on Rules and Administration, assembled a multi-disciplinary team which, after careful study, designed new installations for the seven Senate offices participating in the Senate Office Systems Research Project, a program to test systems furniture, equipment, and management techniques on behalf of the United States Senate. These offices were those of Senators Pell of Rhode Island, Ribicoff of Connecticut, Stevens of Alaska, Schweiker of Pennsylvania, and Ford of Kentucky, the Commerce, Science and Transportation Committee and the Energy and Natural Resources Committee.

Through Fiscal Year 1979, recommended furniture systems and related equipment were installed in all offices participating in the project. Final evaluation of each of these systems was completed through the evaluation of the reaction of the staffs of these offices. Preliminary overall evaluations have been prepared and the final overall evaluations and findings of the project were completed in early 1980. The Senate Office Systems Research Project final report is to be printed in Fiscal Year 1981.

The results of this project will provide data upon which future furniture and equipment purchasing policies for the Senate Office Buildings can be based.

Capitol Hill Graphics System

The opportunity for designing a consistent Graphics System for the Capitol Complex arose with the virtually concurrent construction of the James Madison Memorial Building of the Library of Congress and the Hart Senate Office Building, as well as the modernization of House Office Building Annex #2, all of which were required to be equipped with new signage. In this regard, the Architect of the Capitol initiated a Hill-wide graphic signage study in collaboration with the New York firm of Wyman and Cannan, well known for their Mexico City Olympics and subway graphics and the National Zoo and Mall signage in Washington.

The services of Wyman and Cannan consisted of the necessary research and analysis for the development of a Capitol Hill Graphics concept, the preparation of the preliminary design, including components, of a Capitol Hill Graphics System and the final design, for approval, of the system and its associated components. The initial phases of the study were, for the most part, completed in Fiscal Year 1978. Fiscal Year 1979 saw final design of the recommended Capitol Hill Graphics System. Components of this system included:

- outdoor "You Are Here" relief maps of Capitol Hill and the surrounding area
- exterior building identification signs
- building entrance desks designed for visitor guidance
- maps pads of Capitol Hill and typical floor plans of each building
- building directories and "You Are Here" maps and cases
- a consistent floor and room numbering and identification system
- interior and exterior free-standing pedestal signs
- cafeteria signs
- garage signs

In Fiscal Year 1980 the Architect of the Capitol completed a manual to describe and illustrate the room numbering and identification component of the Capitol Hill Graphics System. This manual illustrates the standardized system that has been determined to be the most desirable response to the need for a clear and consistent method of communicating locational information to visitors and employees. It is intended to be used for the development and maintenance of the room identification graphics system in all buildings under the jurisdiction of the Architect of the Capitol, including the Library of Congress and the Supreme Court.

Initial application of the Capitol Hill Graphics System was made in Fiscal Year 1980 in both the new James Madison Memorial Building of the Library of Congress and recently renovated House Office Building Annex No. 2. Both buildings were equipped with room numbering and room identification signs. "You Are Here" maps and cases have been ordered for the Madison Building and cafeteria menu boards and inserts have been ordered for both buildings, to be installed in Fiscal Year 1981. The Architect of the Capitol, with the concurrence of the House Office Building Commission and the Senate Committee on Rules and Administration, has established the policy that the Graphics System be applied in the Existing Buildings as replacement signs are required and as funds are authorized and appropriated. The system is being implemented during the construction of new buildings.

OFFICE OF THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible to the Architect of the Capitol for the direction, management and operation of the personnel, accounting, data processing, procurement, flag office and office services activities, and the general business affairs of the Office of the Architect of the Capitol; he serves as liaison for the Architect with the Director of Food Service on matters concerning the Senate Restaurants.

Accounting Division

The Accounting Division renders accounting advice and formulates financial policy for approval of the Administrative Assistant and the Architect of the Capitol. The accounting office designs, develops, establishes, operates and maintains accounting, payroll and inventory systems. These functions are performed by the Accounting Branch and Payroll Branch, under the direction of the Accounting Officer.

Accounting Branch

During Fiscal Year 1980, thirty-three current annual and no year appropriations and twenty-seven prior year appropriations were administered. Architect of the Capitol funds amounting to $92,889,179 were processed by the Accounting Branch for disbursement by the Washington Regional Disbursing Center, the Disbursing Officer of the Library of Congress, and the Marshal, United States Supreme Court.

Eight thousand eight hundred and four (8,804) obligating documents were processed during the year. These included 8,196 Architect of the Capitol purchase orders, 396 United States Botanic Garden purchase orders, and 66 contracts. The remainder includes supplemental agreements and contract change orders (e.g., construction, personal service and supply contracts).

Rental and sales vouchers were also prepared and collections made from the Monocle Restaurant and the National Capital Democratic Club for rental of property. Gasoline repayment vouchers were prepared for and collections made from authorized users.

In addition, vouchers were prepared and collections were made for steam furnished to the Government Printing Office, City Post Office, Folger Shakespeare Library and the United States Supreme Court. Vouchers were prepared and collections made for chilled water furnished to the United States Supreme Court.

The Accounting Branch is responsible for the preparation of a varied number of reports, including:

Monthly financial statement for current year appropriations (33)
Travel data report (quarterly)
Six month expenditure report (2)
Monthly statement of transactions

Monthly contingent expenses and miscellaneous improvement reports

Year-end-closing statement (Form 2108) (2)

Various reports required by Treasury and other agencies on a recurring or as needed basis for both accounting and payroll functions.

Payroll Branch

The Payroll Branch is responsible for the processing of payrolls for weekly, biweekly, and semimonthly employees of the Architect whose pay is based on statutory rates, GS schedules, wage board procedures, or administrative rates. During the fiscal year pay records were maintained for approximately 2,100 permanent, temporary and patronage employees. To discharge this responsiblity, the Payroll Branch maintains a system for recording hours worked by Architect of the Capitol employees; maintains schedules of salaries, hourly rates, premium pay, overtime, health benefits, payroll deductions; and directs the computation of payrolls for all employees of the Architect of the Capitol. The Payroll Branch is also responsible for the computation of terminal leave payments for separating employees and for maintaining retirement deduction records for employees of the Architect.

Data Processing Division

The Data Processing Division provides a central resource for computer services and information management. The key responsibilities of the Division are divided into four major functional areas:

- *Operations*—The Architect's computer system is in operation on a daily basis for the benefit of users throughout the Architect's Office. Users gain access to the computer largely by means of remote terminals located at various users' work sites. In addition to information visually displayed on these terminals, printouts of large reports and other informa re run at the central computer facility and made available t rs as a service of the computer operations activity.
- *Systems Software*—This function is closely related to computer operations since it involves the internal logic and sequence of computer programs and reports used to control and direct the operation of the computer itself. Systems software is generally developed by the computer vendor, and includes programs for the allocation of memory, structuring of data files, scheduling computer runs on the central processing unit, assigning priorities to completed jobs waiting to be run on the printer, and related aspects of managing the resources of the computer facility.
- *Applications Software*—This function has the greatest visibility from the users' standpoint because it covers the computer programs and systems needed to process information and provide reports to users. Applications software programs may be developed internally by staff of the Data Processing Division and/or the user organization, or may be supplied from external sources.

- *Systems Analysis*—This function provides the analytic support needed to develop new programs or substantially modifiy existing programs. Its primary focus is to help define the user's data processing requirements, and translate them into a series of steps (a "model") to serve as the basis for the detailed computer program that will satisfy the user's needs.

Major activities conducted in support of these functions include the maintenance of all existing computer programs (both systems software and applications software) as well as the development of new programs and/or major enhancements of existing software packages.

A top priority of the Division is the maintenance, support and production processing of the payroll system, producing seven groups of paychecks on a weekly, biweekly, or semimonthly basis to nine types of employees. The Division also assists with accounting, shop drawings, work request scheduling, space inventory and many development projects. The maintenance of the complex systems software that manages text manipulation, on-line edits, terminal transactions and internal control of the operating system is another important duty. The operation of the computer hardware and software requires a sustained maintenance effort to support the processing work flow while at the same time developing new applications programs for the operating divisions of the Architect's Office.

The focal point for the Architect's data processing activities during 1980 centered around the analysis of ways to improve the computer facilities, the decision to select the Univac 1100/60 computer for this purpose, and the many details associated with the conversion to the new computer system. This new system was ready for the Architect's use in August of 1980, enabling the Data Processing Division to provide better and more expeditious service to its users. and giving it the capacity to meet the growing data processing needs of the Architect's Office.

To accommodate this change in computer hardware, all applications software had to be converted to operate on the Univac 1100/60 system. In addition, major emphasis was placed on completing the Accounting System enhancements begun during Fiscal Year 1979 which permitted the Accounting System to run on general purpose computers as contrasted with the accounting machines used previously.

Other developments that took place during 1980 included the start of implementation of the inventory system; the design of early warning reports on the status of obligations against the approved budget; the computerized linking of the budgetary financial plan data file with accounting records; implementation of procedures for using microfiche to maintain historic records of data files and other computer system information; and research into automated inventory control and project management systems.

Office Services Division

This Division serves the entire Architect's Office by performing a variety of critical support functions such as mail distribution, printing and reproduction services, furnishing office supplies to the central staff, and maintaining official files of architectural and engineering drawings of buildings under the Architect's jurisdiction. Specific activities for which the Division is responsible include regularly scheduled messenger service on a daily basis for operating units of the Architect's Office located throughout the Capitol complex of buildings; reproducing monthly ac-

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counting statements, the annual budget justifications, contract bidding documents, and correspondence or reports distributed to Architect staff members; meeting the Architecture Division's requirements for working drawings; and mailing purchase orders and other official communications issued by the Office.

In addition to its varied operations of a routine nature, the Division assists on special projects that arise during the year. In Fiscal Year 1980, for example, the Division worked with the Architectural Historian on research concerning the Thomas Jefferson Building and the consultants engaged by the Architect of the Capitol in connection with the renovation of the Library of Congress Jefferson and Adams Buildings. Work also continued on records concerning the Restoration of the West Central Front and the Extension of the West Central Front and their preliminary drawings.

Personnel Division

The Personnel Division develops personnel management policy for approval of the Administrative Assistant and Architect of the Capitol and implements established policy. It conducts, evaluates and improves programs of recruitment, placement, position classification, position management, salary administration, employee benefits, employee-management relations, and personnel records and reports; provides counsel to management and employees on personnel matters; and evaluates recommended employee, position and pay actions for conformance with law and Architect of the Capitol policy. The Division processes and maintains records of personnel actions including appointments, promotions, pay changes, separations, retirements, employee benefits and similar matters. A statistical summary of personnel actions during Fiscal Year 1980 is provided in the accompanying table.

During the fiscal year, the Division improved service with regard to resolution of employees' claims for job related chronic occupational diseases. Technical assistance is provided to employees by working with them in preparation of claims and, on the other hand, to the Department of Labor by providing information needed to adjudicate cases. A total of 392 employees submitted claims for workers' compensation, of which 137 received continuation of pay. Fifty-five employees were transferred to the temporary and/or permanent workers' compensation rolls of the Department of Labor.

The Personnel Division, in collaboration with managers and supervisors throughout the Office, instituted a new practice which reduces the loss of work time due to job related injuries. Less strenuous or "light duty" assignments are provided for employees, when medically indicated, during their recovery period instead of the previous practice of approving full "continuation of pay" benefits for all injured employees. The result has been that many injured employees are able to contribute productive work during their recovery and rehabilitation; many more employees are able to return to full duty status before the maximum term of 45 days' continuation of pay.

In addition, a number of employees with attendance problems, as evidenced by unusual amounts of leave without pay, have been referred for fitness for duty medical examinations in order to determine whether or not they are physically capable of performing their work assignments. As a result, the employees have either retired on disability or improved their attendance thereby reducing the excessive amount of leave without

pay which might have accrued otherwise. This emphasis on prompt intervention contributes directly to improved effectiveness and efficiency in the utilization of personnel and, in appropriate cases, results in retirement annuity income for eligible individuals.

During the year the Division initiated new activity in the area of employee-management relations, particularly concerning adverse action proposals. Division staff now works closely with managers and supervisors to mediate and informally resolve conflict situations in order to avert formal adverse action procedures against employees when alternative solutions are preferable.

The Division staff provided retirement counselling to over 250 employees of which 197 retired.

The staff conducted a series of training sessions throughout the year for administrative technicians who advise and assist employees on their benefits such as leave, life and health insurance and retirement.

In Fiscal Year 1980 the Personnel Division conducted comprehensive reviews, for accuracy and correct classification, of all position descriptions for employees assigned to the House Office Buildings, Library of Congress, and U.S. Capitol Power Plant. As a direct result of the review, for example, eighty laborers on the House Office Buildings work force were promoted and position titles for approximately 400 employees were changed to more accurately reflect the work performed.

The Division coordinated and participated in distribution of all pay checks to employees.

The Employee Assistance Program, for individuals troubled by alcohol or drug misuse, resulted in medical referrals of 15–20 employees who otherwise might have been terminated for poor performance. Personnel Division staff had contacts with 250 employees, supervisors and managers in connection with the Employee Assistance Program and individual cases.

Number of Personnel Actions Processed

Nature of Action	Architect's Office	Botanic Garden
Appointments	464	11
Promotions	232	4
Transfers	231	1
In-Grade Step Increases	515	15
Other Pay Changes	3,807	108
Separations	388	15
New Position Descriptions Classified	657	14

Procurement Division

The Procurement Division, comprised of the Purchasing Branch and the Contracts Branch, is charged with the preparation and/or review of all obligational instruments and documentation for the procurement of construction materials, services of a maintenance, professional or consultative nature, and equipment. Upon receiving a request from a proper

authority, the Division processes procurement requisitions in accordance with established office policies and procedures governing such areas as competitive bidding, negotiated price contract, and open market purchases, under applicable provisions of law.

Purchasing Branch

The Purchasing Branch is primarily responsible for procurement by open market purchasing in amounts not exceeding the statutory purchase limitation, as well as acquisition of items on the GSA Federal Supply Schedule. Major categories of procurement are supplies, materials, and equipment needed to maintain, operate, remodel and restore the various buildings under the jurisdiction of the Architect of the Capitol.

Ancillary duties and responsibilities of a general nature that are performed by this Branch are as follows:

- Inventory of the Architect of the Capitol Central Office equipment and maintaining the records on rental equipment and maintenance contracts on purchased equipment
- Continuous review of state-of-the-art office machines and equipment, including cost, application to office needs, and space requirements. Information is supplied to users concerning availability of equipment and furnishings and recommendations are made based on past experience with performance and suitability to special needs
- Maintaining an inventory of purchased and rental vehicles assigned to the various departments and used in the daily transaction of business. Making recommendations and furnishing justifications when needed for the purchase, rental, or disposal of said vehicles, depending on the need
- Processing license tag renewals and tag and title applications for new vehicles
- Furnishing budget estimates and justifications on projected cost of rental, maintenance, and acquisition of office equipment, including supplies and materials
- Disposing of obsolete or worn out equipment no longer of use to the Government, by transferring same to the Surplus Property Outlet of the General Services Administration, and acquiring through the excess property channels of GSA, items needed that are available for transfer without charge to our appropriations.

In the transaction of business during Fiscal Year 1980, the Purchasing Branch issued the following purchase orders in the categories indicated:

	Number of Purchase Orders	Estimated Dollar Amount
Routine purchase requests issued for all appropriations	7,988	$5,463,019.10
Orders placed with the General Services Administration	238	234,030.91
Procurements for alterations to House Office Building Annex No. 2	366	174,717.43
Procurements for the Botanic Garden	412	115,951.62
TOTALS	9,004*	$6,034,719.06

*Of the 9,004 purchase orders issued, a total of 174 were cancelled during Fiscal Year 1980.

Total orders issued in 1980 decreased by approximately 4½ percent from the number processed during Fiscal Year 1979. This decrease in the number of orders placed was accompanied by a decline of approximately 7 percent from the dollar value of items procured in 1979. A considerable portion of the decrease in the number of orders issued and their dollar value was attributed to the winding down of construction activities at House Office Building Annex No. 2 during Fiscal Year 1980.

The Contracts Branch

The Contracts Branch is primarily responsible for the procurement of supplies, materials, equipment, professional and maintenance services, and construction work through the media of formal, advertised Invitations for Bids and Requests for Proposals, and to a lesser extent, negotiated proposals as allowed in certain instances by statute or by nature of appropriation.

During Fiscal Year 1980 contractual obligations incurred by the Office of the Architect of the Capitol, prepared and processed by the Contracts Branch, totaled $45,069,984.62. This total amount includes the sum of $6,178,193.98 as a net increase in contract price for additional work officially authorized by the Architect through formal change orders. Conditions of submittal and contractor's price breakdowns in each individual case were verified in accordance with the provisions of the Architect's Official Procedure for Making Changes in Contracts, and a total of 554 formal change orders effecting the above net increase were prepared by the Contracts Branch for the Architect's approval during Fiscal Year 1980.

Since Fiscal Year 1978, during which 105 such formal change orders were prepared, the net dollar increase in outstanding contract prices effected by change orders has more than quintupled ($1,069,344.50 in Fiscal Year 1978), and the total number of change orders has correspondingly increased by a factor of 5.28. The Architect of the Capitol delegated limited contractual authority to various phase managers in March 1980. Under this delegated authority, change orders are issued over the signatures of the phase managers, up to a specific limiting dollar amount, directly to the contractors. It is expected that change orders issued in this manner will significantly decrease the time normally required for payment of the smaller contract increases resulting from requirements for supplemental work and will adequately serve the need for

an expedient instrument of payment authorization. During Fiscal Year 1980, a total of 121 change orders were issued under authority delegated to phase managers, representing 22 percent of all formal change orders processed.

The largest dollar amount obligated under a single contract during the past year was $30,734,600.00, for remaining interior, electrical and related work for the extension to the Everett McKinley Dirksen Office Building (Contract ACso–548), representing over 68 percent of all annual contract amounts. Professional, consulting and outside design services procured in Fiscal Year 1980 totalled $815,169.00 and covered a diverse range of subject matter, including architectural and engineering services for interior restoration of the Library of Congress buildings (ACcong-514), engineering services for design of a Solar Energy System for House Office Building Annex No. 2 (ACho-508), and the automation and analysis of information and accounting services for the Senate Restaurants (ACso-544) as representative examples. Of special significance in advance of the 1981 Presidential Inauguration ceremonies, to be held for the first time on the West Front of the Capitol, the painting of the exterior dome of the Capitol, certain woodwork, and windows was performed (Contract ACbr-713), and exposed surfaces of the West Central Front of the Capitol were prepared and painted (Contract No. 8069).

Flag Office

The Flag Office is responsible for all requests to the Architect of the Capitol from Members of the Senate and House of Representatives to have special flags flown over the Capitol for their constituents and for special presentations to various groups, organizations, schools, etc. This year a new record was set for the number of flags processed at the request of Members, surpassing the record set in 1976 during the Bicentennial Celebration. A total of sixty-nine thousand five hundred seventy-nine flags (69,579) were flown during the year. This represents an increase of 26,568 flags (62 percent) above the number of flags flown in 1979. This office also maintains complete files of such transactions and furnishes background information to answer questions by telephone or correspondence from the Members, their constituents, news media and other interested parties.

This office also maintains all records of requests and makes distribution of the flags that have flown on the flagpoles located over the East and West Central Fronts of the United States Capitol. These flags are flown continuously 24 hours a day and are not replaced until they become worn and unfit for further official use. These historic flags are available to Members of the United States Senate and the House of Representatives for distribution to constituents who desire them because of their historical significance.

Senate Restaurants

The administration and operation of the Senate Restaurants are provided by the Director of Food Services and his assistants, under the direction of the Architect of the Capitol. The Senate Restaurants office provides administrative support for operations including accounting, personnel and purchasing functions. This office directly manages the operation of the Capitol Building's four dining rooms, snack bar and newsstand; the Dirksen Senate Office Building's two cafeterias, Senators'

dining room, carry out, speed line, and newsstand; the Russell Senate Office Building's coffee shop and newsstand; and the catering for special functions in the Capitol and Senate Office Buildings.

During 1980, the Senate Restaurants system continued to provide new products and services within the overall financial objective of operating on a break even basis. A total of nearly two million customers (1,983,614) were served during the year, resulting in sales of $4,194,103. Due to close monitoring of financial results, particularly in the latter half of 1980, the Senate Restaurants experienced a profit of $21,428. That represents an improvement of approximately $100,000 in the year-end financial results when compared with a loss of $79,424 in Fiscal Year 1979. The improved financial performance is largely attributed to a significant increase in the Senate's legislative calendar in 1980. The Senate was in session a total of 194 days in Fiscal Year 1980, up by more than 50 percent above the Senate's 125 business days in 1979.

Other factors also contributed to the favorable closing balance in Fiscal Year 1980. Anticipating the impact of national and local economic forces on operating costs, for example, a ten percent price increase was implemented early in Fiscal Year 1980 to cover continued inflation in raw food products and the cost of living wage increase that became effective early in the fiscal year.

In addition, the Special Function Department surpassed the impressive growth pattern of prior years by increasing catering sales thirty-five percent over 1979. Among the highlights of the Department's 1980 program were functions honoring the First Lady and such foreign dignitaries as John Lynch, Prime Minister of Ireland; Menachem Begin, Prime Minister of Israel; Margaret Thatcher, Prime Minister of the United Kingdom; and King Hassan II of Morocco.

A number of important facility improvements were made in 1980 to better serve customers and to streamline support activities. In June of 1980 construction of a new Bake Shop in the Dirksen Building was completed. Until that time the Bake Shop had been operating out of makeshift facilities in the Salad Department, which restricted the number and variety of items that could be produced.

Since the opening of the Bake Shop freshly made pies, cakes, danish pastry and croissants have become routine items for the Restaurant.

The service area of the Russell Senate Office Building Coffee Shop was also modified, providing for the addition of a popular daily soup and salad bar.

Other physical changes took place behind the scenes. The Restaurants' Accounting Office was remodeled to provide better separation of cash handling activities, thereby improving security of the cash.

Finally, the Restaurants continued to focus on methods for strengthening internal management and control. Three management reports were developed by the Accounting Department to provide the Architect and other top management personnel with better information for financial monitoring and decision making. The reports detail information related to sales, food cost and labor cost.

An intensive training program was conducted for supervisors, other mid-level managers and promising future candidates for management positions. The program was a five day seminar in which the participants experienced the steps of opening a new restaurant. A food service theme was selected, menu written and cost calculated. A labor schedule was developed and costs determined. The restaurant was opened, operated and evaluated daily for one week. Although the restaurant was hypo-

thetical, the seminar offered a hands-on learning experience that is expected to produce long-term dividends for the day-to-day management of the Restaurants.

OFFICE OF THE DIRECTOR OF ENGINEERING

The Director of Engineering advises the Architect of the Capitol regarding engineering planning, design, and maintenance including modifications and new work to be done under contract. The Director coordinates and manages projects having implications across organizational lines. The Office of the Director of Engineering designs, implements and controls preventive maintenance programs and procedures relating to engineering structures and equipment.

The Chief Engineer, Capitol Power Plant; Supervising Engineer, Library of Congress; and Supervising Engineer, United States Supreme Court, report to the Director of Engineering. Their duties and Fiscal Year 1980 activities are described in this report under their respective buildings. The Project Director for the Modifications and Enlargement Project at the Capitol Power Plant also reports to the Director of Engineering.

The Director of Engineering is reponsible for the operation of a number of engineering divisions within the Central Office of the Architect of the Capitol including air conditioning engineering, electrical engineering, elevator engineering, general engineering, safety engineering and electronics engineering.

Air Conditioning Engineering Division

The Air Conditioning Engineering Division is responsible for planning and management of design and providing technical supervision over installation, replacement, modification, maintenance and inspection of refrigeration and air conditioning systems throughout the Capitol Complex. This Division also plans and manages the design, installation and evaluation of energy conservation measures for heating and air conditioning systems including monitoring of the chilled water and steam supplied to the various buildings under the jurisdiction of the Architect of the Capitol.

The Air Conditioning Engineering Division prepared plans and specifications for additions and improvements to all systems and for supplies and materials purchased in substantial quantities or of a unique nature. Bids were taken and reviewed and inspections were made of all materials, equipment, construction and workmanship in connection with repairs, alterations, and improvements made in the various buildings under the Office of the Architect of the Capitol.

The Air Conditioning Engineering Division designs various HVAC systems and coordinates these designs closely with the Architectural Staff in their development of existing and/or additional spaces under the jurisdiction of the Architect of the Capitol. Feasibility studies as well as cost estimates and working drawings of proposed renovations are prepared and submitted to the Director of Engineering.

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In addition there are three major construction projects for which the Air Conditioning Engineering Division provided support in Fiscal Year 1980. These projects are House Office Building Annex No. 2, the Extension of the Capitol Power Plant and the Extension to the Everett McKinley Dirksen Senate Office Building. The responsibilities included submittal review, coordination with the Associate Architect's staff and the contractor on design data and specific job-related problems, and specification and contract document review.

In addition, the Air Conditioning Engineering Division is also in charge of the program for Energy Conservation (P.E.C.) for the United States Capitol Complex. In Fiscal Year 1980 this involved an audit and evaluation of all major energy using devices currently operating in buildings under the jurisdiction of the Architect of the Capitol, the initiation, design and implementation of more energy efficient operating systems, and the incorporation of energy saving techniques into renovation and new work.

Electrical Engineering Division

The Electrical Engineering Division is responsible for planning and management of design; providing technical supervision over the installation, modification, inspection, maintenance, and repair of electrical systems throughout the Capitol Complex; lighting for the Capitol Grounds; power distribution systems (substations); and electronic components and assemblies and operators related to sound reinforcement systems, the electronically operated clock and legislative call system, and birdproofing systems.

The Division is involved in the design of miscellaneous renovation construction projects, the numerous supporting functions that relate to other electrical groups such as Construction Management and individual building electrical shops as well as the other engineering disciplines under the jurisdiction of the Director of Engineering, and design review with architect/engineers engaged by the Architect of the Capitol. Some of the continuing projects of major involvement in Fiscal Year 1980 were the Library of Congress James Madison Memorial Building and the Extension to the Dirksen Senate Office Building. During this same period the technical staff was deeply involved in the design and renovation of House Office Building Annex No. 2. This included extended coordination with the manufacturer to identify potential problem areas of the switchgear for House Office Building Annex No. 2.

During Fiscal Year 1980 efforts were made to comply with EPA guidelines on control and use of the transformer liquid coolant "PCB," including the removal of thirteen PCB filled transformers in House Office Building Annex No. 2, the failure of a newly installed transformer at the James Madison Memorial Building requiring substitution of the spare unit provided under that contract, and acquisition of appropriate disposable wearing apparel and breathing apparatus. Annual testing of the PCB insulating oil had already been suspended as a result of preliminary information issued by EPA.

An Electrical Power Section performs the combined maintenance and operation of all incoming electrical systems and equipment from the utility point of termination up to and including the building main secondary service switchgear. This includes work on the Capitol Grounds, a large part of the street lighting, the 15 KV incoming switchgear, all 15 KV cable, network transformers and associated load carrying bus. In addition to the daily routine of cleaning, maintenance, repair and replacement on

the Grounds lighting system, and the continual preventive maintenance on electrical transformers, switchgear and its associated control battery banks, the Electrical Power Section also provides labor to install other projects as may be assigned. During Fiscal Year 1980 this included the acceptance testing of the four large new generators installed in the Library of Congress James Madison Memorial Building.

This Division also answers calls from the C&P Telephone Company, TV broadcast groups, building electricians, the District of Columbia, Potomac Electric Power Company and numerous outside groups for assistance in providing electrical power needed in the performance of their respective activities.

This Division supervises the Electronics Equipment Section, which is responsible for all sound systems throughout the Capitol Complex. This section also builds, installs and maintains the decoder systems for the legislative bell system, the numerous digital clock timers and count down units located in strategic areas, birdproofing, and other miscellaneous electronic devices. This Division also includes supervision of the sound operators for the Senate Chamber and House Chamber public address sytems.

Elevator Engineering Division

The Elevator Engineering Division performs engineering planning and management of the installation, modification and maintenance of elevators, dumbwaiters, escalators, subway cars, kitchen conveyors and related machinery throughout the Capitol Complex. This Division establishes preventive maintenance rules and procedures and oversees the periodic testing, inspection and recabling of over 200 units of elevator equipment in all buildings. During Fiscal Year 1980 two major projects were the extensive acceptance testing and inspections of the elevator equipment in the Library of Congress James Madison Memorial Building and the design of control equipment for the two Dirksen Senate Office Building subway cars.

General Engineering Division

The General Engineering Division acts in a general advisory capacity to the Director of Engineering and is responsible for providing technical expertise and consulting service in the accomplishment of a broad range of projects, including matters of design, construction, operation and maintenance involving the application of mechanical, electronic and electrical engineering principles, methods and techniques.

In Fiscal Year 1980 approximately fifty projects were completed relating to plumbing, heating, security, safety, fire protection, emergency planning, supervision and maintenance of streets and utilities, and preventive maintenance.

Safety Engineering Division

The Safety Engineering Division plans and implements safety programs for the Architect of the Capitol, collaborates with various agencies on safety management, and maintains surveillance over renovation and construction projects and recommends necessary safety measures. This Division conducts regular periodic safety inspections of facilities and equipment in all buildings and grounds, coordinates and supervises safety training programs, monitors frequency and severity of accidents, investi-

gates and reports on all accidents and initiates corrective actions through the Director of Engineering where required.

The Division participates in and conducts inspections, conferences, seminars, and training programs involving safety programs and standards.

Electronics Engineering Division

The Electronics Engineering Division plans, schedules, directs, and coordinates work relating to designing, installing, maintaining, repairing, adjusting, calibrating and operating closed-circuit television, intrusion detection, x-ray inspection, and metal detection security systems.

This Division, formed under the Director of Engineering in October 1974, is charged with the responsibility of maintaining and repairing the electronic and computer controlled security systems installed throughout the Capitol Complex under the authority of House Concurrent Resolution 550, 92nd Congress, as amended.

By the end of Fiscal Year 1980, the duties of the Division had expanded to include all security systems in the Capitol Complex, the installation and maintenance of the cable distribution system, the electronic control systems in the James Madison Memorial Building, the electronic controls of the energy management and conservation system, and the monitoring of the contracts for electronic control systems in the Extension to the Dirksen Senate Office Building.

Project Director for Modifications and Enlargement of the Capitol Power Plant

The Office of the Project Director was established during June 1954 under the Director of Engineering for the purpose of administering the design and construction phases of major improvement programs for the Plant and its associated distribution systems. From 1970, the office has been administering the improvements included under the Modifications to and Enlargement of the Capitol Power Plant Project. Administrative duties include acting in an advisory capacity to the associate engineers and reviewing all design efforts throughout their development. Further duties include assisting with the bidding procedures for contracts required to execute the project and supervising the construction and related work performed at the Capitol Power Plant.

During Fiscal Year 1980 the major mechanical and electrical installations within the new refrigeration building were completed and placed in initial operation, performance tested and placed in beneficial operation for "shakedown" purposes. This operation of the four new 6,000-ton refrigeration units, 24,000-ton cooling tower and auxiliary mechanical and electrical installations will continue, as available cooling load will permit, until all necessary adjustments and corrective actions have been completed.

The design of the modifications to the ash removal system for the existing coal-fired boilers was completed, the contract awarded and work begun. The design of the dust collector systems for the oil-fired boilers and the chilled water control stations for the existing chilled water distribution system were completed by Hennessy and Hansen, Consulting Engineers providing services under Contract ACpp-821. The preparation of contract documents for the procurement of the fabric filter dust collectors for the coal-fired boilers was completed by Hankins and Anderson, Consulting Engineers providing services under Contract ACpp-905, and advertised for bidding on September 29, 1980.

OFFICE OF THE BUDGET OFFICER

The Budget Office is responsible for the overall formulation, preparation, presentation, justification and execution of the Architect's budget. In addition, the Budget Officer provides advice and assistance on budgetary and financial matters to the Architect of the Capitol and to top management officials.

The Budget Officer prepares the annual budgets for the Architect of the Capitol, the United States Botanic Garden, and for the structural and mechanical care of the United States Supreme Court Building and Grounds. The budgets are submitted to the Office of Management and Budget for inclusion in the total federal budget requests. Additionally, narrative detailed justifications for annual and supplemental appropriations are prepared for presentation before Congressional Committees. The Budget Officer prepares and administers the financial plan for allocation and expenditure of funds and provides advice to the Architect on reprogramming requests. The Budget Officer also tracks legislation affecting activities under the Architect of the Capitol and acts as the Architect's liaison with the staffs of the Appropriation Committees.

The annual appropriation items under the Architect of the Capitol are primarily for the structural, mechanical, and domestic care including maintenance and operation of equipment and heat, light, power, and air conditioning, for the buildings and facilities under the jurisdiction of the Architect. Budget requests are for items deemed necessary to render proper service to the Congress and to maintain the buildings and equipment of the legislative establishment.

To carry out these responsibilities for 1980, appropriations totaling $66,359,000 and positions totaling 2,034 were provided under the Architect of the Capitol in the 10 regular annual appropriations for all items carried under the heading "Architect of the Capitol," for joint, House and Senate items, and for the structural and mechanical care of the United States Supreme Court Building and Grounds.

The aforementioned activities and processes are accomplished through what is normally termed the "Budget Cycle."

The annual budget cycle for 1980 began in July 1978, when a budget call was issued to Building Superintendents, Chief Engineers, and other operating officials along with instructions and general observations concerning budget preparation.

Their budget requests were received in September 1978, and the Budget Officer began an internal budget review. Preliminary recommendations were developed by the Budget Officer and reviewed with the Assistant Architect, the Director of Engineering, the Administrative Assistant and other staff. Following this review, final recommendations were submitted to the Architect for his consideration and approval.

Based on the Architect's decisions on the budget, the formal budget documents were prepared and forwarded to OMB in December 1978

for inclusion in the President's budget transmittal to Congress. Thereafter detailed justifications were prepared and forwarded to the House and Senate Appropriation Committees in December 1978. During this time the Budget Officer prepared background materials in support of the justifications. Following the Appropriation Committee hearings, held early in 1979, inserts were provided for the record and the hearing transcripts were prepared for printing.

The Appropriation Committees began their mark up in mid 1979. During this time the Budget Officer provided advice to the committees on the effects of proposed actions.

The Budget Officer monitored the progress of the various bills and resolutions through final passage and provided support as necessary. When the President signed the continuing resolution, the Budget Officer prepared appropriations mark up sheets and transmitted them to top management, Building Superintendents, and the Accounting and Procurement Divisions.

On July 2, 1980, the Congress passed the Supplemental Appropriations and Rescissions Act and the President signed it into law on July 8, 1980 (Public Law 96-304). Three items were included in this Act that pertained to the Architect. Funding was made available in the amount of $463,000 for preparations for the inaugural ceremonies to be held January 20, 1981. Appropriations totalling $1,792,000 approved in P.L. 96-86 in the "Capitol Grounds" appropriation were rescinded. These funds were for the replacement of the broad walkways on the west side of the Capitol. Finally, appropriations and transfers were approved for the 1980 pay supplemental. New budget authority totalling $460,000 and transfers totalling $1,314,000 were approved, bringing the total amount for the 1980 pay supplemental to $1,774,000 for all appropriations under the Architect. This concluded the action on the Fiscal Year 1980 appropriations.

During Fiscal Year 1980, four appropriation hearings on the Fiscal Year 1981 budget were held in February and March of 1980.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel provides legal advice and services to the Office of the Architect of the Capitol with respect to all functions of the agency. From the standpoint of the Office of the General Counsel, these functions may be divided into three broad areas or categories: internal administrative functions, activities made the responsibility of the Architect by law, and litigation activities.

With respect to the first category, the General Counsel advises the Architect of the Capitol in personnel matters, on questions of authority, and on fiscal and budgetary matters. The Office of the General Counsel also provides such routine legal services as performing necessary legal research, reviewing and/or drafting legally oriented correspondence, and participating in the formulation of overall office policy.

With regard to the second category, the General Counsel prepares draft legislation and reviews and comments upon proposed legislation affecting the office; advises regarding matters arising from the Architect's statutory resonsibility for superintendence of the buildings and grounds of the Legislative Complex, including claims arising under the Federal Tort Claims Act, provides legal review of contracts for the procurement of materials, supplies and services for the Congress; provides advice regarding the use of the Legislative Complex by members of the public for demonstrations and other assemblages; and performs all necessary legal services required for the acquisition of real property.

With respect to the third area, the General Counsel represents the Architect of the Capitol in Congressional and administrative hearings and other legal proceedings, where appropriate, or, when necessary, arranges for representation of the agency by attrorneys of the Department of Justice. The Litigation Divison of the Office of General Counsel provides advice and support with respect to litigation brought or defended by the Architect of the Capitol, particularly with respect to litigation arising out of construction contracts in which the Architect of the Capitol is the Contracting Officer. The Litigation Division also serves as counsel for the Construction Management Division, furnishing advice regarding the administration of contracts and participating in negotiated settlements of claims and disputes arising out of construction contracts. During 1980, such activities related primarly to the Philip A. Hart Senate Office Building, the James Madison Memorial Library Building and Capitol Power Plant projects.

PROPERTY MANAGEMENT/BUILDING AND GROUNDS

CAPITOL BUILDING

The Architect of the Capitol is charged by law with the structural and mechanical care of the Capitol Building, including operation of the mechanical equipment. The Architect is also charged with the domestic care of the central section of the Capitol, which includes the Rotunda, the Crypt, Statuary Hall, the corridors in the central section, and the stairways from the Rotunda to the first and basement floors; also, domestic care of most of the areas on the House side of the Capitol; three stairways in the central section, Senate side of the Capitol; the basement corridors in the central section; and the rooms in the basement and terrace occupied by the Architect's Office. The Architect of the Capitol has been charged with care of the Capitol since 1876.

The Supervising Engineer, Capitol Building, under the direction of the Architect of the Capitol, is responsible for the day-to-day maintenance, alteration, repair, and operation of the Capitol Building, including the operation of the following shops: Carpentry, Electric, House and Senate Engineers, Elevator, Labor, Paint, Plumbing and Sheet Metal Shops.

In addition to the regular maintenance of the Capitol Building, the following specialized alteration and conversion projects were completed in Fiscal Year 1980 under the direction of the Supervising Engineer, Capitol Building.

Rooms ST–44 and S–418 were converted from storage spaces to office spaces.

Room H–152 Partitions and doors were added.

Room HB–32 Space was provided for the installation of a large format planetary camera.

Room S–145 Two non-functioning marble mantels with brick fireplaces were installed.

Room S–234 The private office within Room S–234 was enlarged for Disbursing Office.

Room SB–18 Custom bookcases were constructed and installed.

Room HT–6 Photo identification room was constructed in foyer for Rooms HT–2–4 and 6.

Room H–322A A divider curtain for sound deadening was installed.

Room S–231 Bathroom area was converted to a bathroom and kitchenette unit.

Room S–410 Partitions were installed to provide a private entranceway with general improvements within room space.

Room ST–46 was renovated with provisions for installation of computer equipment.

Senate Kitchen was remodeled to provide a semiprivate office area for Senate Chef.

East Exterior House Steps. Worn, broken and damaged marble stair treads were replaced.

Statuary Hall Cupola. Twelve new double hung window sashes with glazing and ornamental wooden trim were constructed and installed.

Old Senate Chamber. New wooden trim was installed on cupola.

Room SB–36 A metal newspaper storage cabinet with plexiglass glazing was constructed and placed outside the room.

Room ST–52 A new air handling unit with controls and connecting duct work was installed to replace deteriorated units numbers S–18, S–18A and PS–3.

The Dome of the United States Capital was painted as well as the exterior wood and metal trim of previously painted surfaces with the exception of the west front doors and windows.

Roof. A new copper standing-seam roof was installed over the area of the building between the dome skirt and Statuary Hall. Approximately 1720 square feet of roofing were replaced.

The existing copper surfaced roof and roof substructure including structural beams was demolished and replaced with new structural beams, reinforced concrete substructure and copper roofing over the attic plenum, west Senate portion of the roof. Approximately 1100 square feet of roofing and structural support system were replaced.

Miscellaneous Special Events—Arrangements were made for Joint Sessions and Meetings of Congress and for various ceremonies conducted by the Daughters of the American Revolution, United Daughters of the Confederacy and American War Mothers. In addition arrangements were made for many other ceremonies and presentations, including the Olympic Torch Ceremony and acceptance of the Mother Joseph Statue. Specific work performed by the individual shops is summarized under the appropriate headings as follows:

Carpentry Shop

The Carpentry Shop constructs and repairs high quality cabinetry and furniture and constructs, alters and repairs fine ornamental woodwork in the Capitol Building.

The Carpentry Shop performed repair work on all revolving doors and entranceways and all wooden doors and windows. In addition all door hardware, including locksets, hinges, doorstops and closers was maintained. Numerous frames were constructed for photographs and bulletin boards. Sheet metal stud systems were erected and gypsum board applied thereon; installed new suspending ceiling systems for conversion projects. The shop performed locksmith activities, including cutting of new keys; constructed bookcases and shelving for offices; repaired Venetian blinds; and maintained rope halyards on flagpoles.

Electric Shop

The Electric Shop installs, maintains and repairs electrical fixtures, controls and systems.

The Electric Shop performed all lamping work in the Capitol Building. In addition repair work was performed on chandeliers. All extension cords were provided and new electrical circuits with receptacles, as required, were installed for copy machines. All special event requests requiring electrical service including press events were fulfilled. Routine maintenance included repair to House and Senate Restaurant electrical repairs. Maintenance was performed on

automatic door openers, electrical tools and equipment. The Electric Shop maintained and adjusted smoke detection systems in air handling units, provided new electrical circuits and installed new lighting fixtures in conversion projects.

House and Senate Engineer Shops

The House and Senate Engineers are responsible for the care and maintenance of all air handling equipment and controls. During Fiscal Year 1980 filters were changed regularly and air handling units were washed and cleaned including heating and cooling coils. All steam and hot water piping systems were maintained including replacement of steam traps and piping components where required.

Elevator Shop

The Elevator Shop is responsible for the care and maintenance of 25 elevators, 2 sidewalk lifts, 11 conveyors, 4 escalators and 1 dumbwaiter. Routine preventive maintenance procedures included daily checking of leveling and door operations, hall and car indicator lights, cleaning contacts on relays, proper lubrication of rotating parts and coils. In addition, the Elevator Shop installed and/or replaced new floor tile in elevators as required.

Flag Flying

The Capitol Building Labor Force flew 69,579 United States flags over the United States Capitol Building during Fiscal Year 1980.

Labor Shop

The Labor Shop provides the janitorial services for the House side of the Capitol and other areas of the Building. In addition ice and water were delivered for various committee meetings and office functions. All scaffolding required for repair work, alterations and painting is provided by this shop. The movement of supplies and materials into and throughout the Building is performed by the Labor Shop. Crystal and bronze chandeliers are cleaned and windows washed.

Paint Shop

The Paint Shop applies paint, varnish and other finishes as required to decorate and protect interior and exterior surfaces, trim and fixtures in the Capitol Building.

In addition to the routine painting in Fiscal Year 1980, the Paint Shop provided hand-painted signs, gilded signs, refinishing mirror and picture frames, replacing broken glass and all ornamental painting. Major projects included painting all exterior window sashes and frames of the West Terraces and the restoration of ornamental painting in Room S–318.

Plumbing Shop

The Plumbing Shop made necessary repairs to existing plumbing related equipment in the Capitol Building in addition to installation of new plumbing systems for conversion projects. All stoppages were cleared and all plumbing and drain piping and fittings that were beyond repair were replaced. Fire control equipment, including pumping stations and sprinkler piping, were tested.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies in the Capitol Building.

In Fiscal Year 1980, the Sheet Metal Shop performed necessary roof repairs including resoldering open seams, caulking reglets, replacing copper sections where necessary and replacing roof walkways sections. New metal ductwork was provided for conversion and alteration projects. All repair work in hollow metal doors was performed in the Sheet Metal Shop. Repairs and modifications to stainless steel shelving and counter work in Senate and House Kitchens and Restaurants were performed. Miscellaneous welding work was performed in the Sheet Metal Shop.

CAPITOL GROUNDS

The Architect of the Capitol is charged by law with the care and maintenance of the Capitol Grounds and with any changes and improvements made to the grounds, and has been so charged since 1876. The Architect is also charged with authority to permit, and make arrangements for, the annual Service Band concerts at the Capitol. The Architect is responsible for the lighting and floodlighting of the Grounds.

There are approximately 265.5 acres comprising the U.S. Capitol Grounds, consisting of landscaped and park areas, streets, sidewalks, and outdoor parking areas. This includes the land within the Capitol Grounds on which the buildings in the Capitol Complex are physically located.

The Landscape Architect is responsible for the care and maintenance of the Capitol Grounds; he reports directly to the Architect of the Capitol.

In Fiscal Year 1980, the daily routine maintenance on the Grounds included daily sweeping of the Capitol steps and walks; removal of trash and debris from the Grounds; pick-up of trash and general hauling for the buildings in the Legislative group; sweeping of roads and drives twice a week with the mechanical sweeper; mowing lawns during the last part of April through November; washing down the Capitol steps twice a week; and the watering of lawns at night, 6 nights a week during the summer. Snow and ice were also removed from the steps, walks and roads when required.

During the year a number of new plantings were added. In addition to the normal attrition of existing plants and trees, twenty trees were destroyed during severe storms in June 1980. A complete listing of daily Grounds activities including new planting and removal is on file in the Central Office of the Architect of the Capitol. In addition to the regular maintenance of the Capitol Grounds, three special projects financed by special allotments were completed in Fiscal Year 1980. They were

Replacement of sections of exposed aggregate concrete sidewalks in various areas of the Capitol Grounds—This project was advertised for bid and the contract awarded to the low bidder, Fort Myer Construction Corp., for $23,487.00.

Correction of drainage, rewaterproofing northwest corner of top of Senate Garage and recaulking terrace and steps—The granite border stone was removed and replaced and the existing metal flashing resoldered. An area approximately 15′ x 50′ of exposed aggregate was removed on the terrace, waterproofed and replaced. The terrace and steps were recaulked. The granite steps leading to

the West Terrace were removed, waterproofed and replaced. The cost was $58,129.99.

Replacement of sections of walkway around perimeter of Underground Garage in Square 637, including correction of drainage conditions—Existing exposed aggregate sidewalk sections were removed and elevations established. Sixteen scupper cuts were made. Ashlar coping at southeast and southwest vent shafts were removed and replaced. Northeast and northwest pavilion houses and 70 percent of the perimeter granite balustrades were recaulked. The south central and west central steps, including the treads and retaining wall Ashlar were realigned and recaulked. Two drain spouts were installed at the garage entrance. The cost of this work was $88,255.45.

Specifications and a drawing were prepared for "Exposed Aggregate Concrete Paving of Sidewalk Sections on the Upper Level Perimeter Walk, Square 637" and advertised for bid. The contract was awarded to the low bidder, Fort Myer Construction Corp. Work was completed at a cost of $99,250.00.

SENATE OFFICE BUILDINGS

The Architect of the Capitol is charged by law with the structural, mechanical and domestic care of the Senate Office Buildings (Russell, Dirksen, and five Annex Buildings), including operation of the mechanical equipment. The Architect is also responsible for the care, repair and purchase of furniture and furnishings for such buildings. (Furniture and furnishings for the Senate side of the Capitol are under the jurisdiction of the Senate Sergeant-at-Arms). The Architect is responsible for the heating, air conditioning, and lighting of the Senate Office Buildings. All construction and structural improvements and changes to buildings are made by the Architect of the Capitol. The Architect is responsible for the maintenance and operation of the subway transportation systems between the Senate Office Building and the Capitol and, also, of the garage in the Dirksen Senate Office Building. The Architect, in performing his duties in connection with maintenance and operation of the Senate Office Buildings, is, under the Act of June 8, 1942, as amended, subject to the approval of the Senate Committee on Rules and Administration in matters of general policy. From 1910 to 1942, the Architect performed such duties under authority of a resolution adopted by the Senate Committee on Rules, February 18, 1910. Commencing with construction of the original three wings of the Old Senate Office Building in 1905–1909, all construction work in connection with the Senate Office Buildings has been performed by the Architect of the Capitol under the direction of the Senate Office Building Commission, as is the case presently with respect to construction of the Hart Senate Office Building.

The Superintendent, Senate Office Buildings, under the jurisdiction of the Architect of the Capitol, is responsible for the day-to-day structural, mechanical, and domestic care of the Senate Office Building complex, including the operation of the following shops: Air Conditioning, Carpentry, Electric, Elevator, Masonry, Paint, Plumbing, Sheet Metal, Subway and Upholstery and Carpeting.

Major projects completed during the year included the renovation of the Senate Stationery Room and the Computer Center.

During the fiscal year, the Superintendent's Office received approximately 42,000 requests, resulting in the issuance of 33,000 work orders

to the various shops under its jurisdiction. The various maintenance projects were assigned according to shop. Activity and tasks performed by each shop are listed as follows:

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the Senate Office Buildings.

Major projects completed during Fiscal Year 1980 included the removal of the obsolete cooling tower from the roof of the Immigration Building and the installation of a new 200-ton cooling tower, the necessary piping, pumps and controls. Two air handling units, compressors and controls were installed. One 10-ton and two 15-ton air conditioning package units were transferred from the ground floor to the basement level for the Computer Network Room. The fan motor was replaced and a new 20-horsepower motor was installed in air conditioning unit No. 6 in the Russell Building. A 20-ton unit was relocated in 400 North Capitol Street. A number of smaller units were installed in various locations, and repairs were made as necessary.

Carpentry Shop

The Carpentry Shop constructs and repairs high-quality cabinetry and furniture and constructs, alters and repairs ornamental woodwork.

In Fiscal Year 1980 8,348 work orders were completed for repairing, constructing and/or installing furniture or room fixtures, as well as making keys and changing locks. This included constructing 340 bookcases, 404 desk organizers, 38 radiator covers, 71 wood partitions, 50 telephone tables and 50 thresholds; 1,515 chair repairs were made; 39 wooden partitions were removed; 49 broken windows were replaced; and 2,270 orders to hang pictures were answered. Major projects included completion of the new Network Room, the blocking off of storage rooms in four stariways with sheetrock partitions, and the remodeling of the Senate Stationery Room and of the cashier's office in the Dirksen Building Cafeteria. These projects involved building and construction dry walls and installing paneling, doors and dropped ceilings.

Electrical Shop

The Electrical Shop installs, maintains and repairs electrical fixtures, controls and systems. In Fiscal Year 1980 8,855 service calls were completed, including the replacement of 13,187 incandescent bulbs and 4,296 fluorescent tubes.

In the Stationery Room all new power circuits were installed and new fluorescent light fixtures hung.

Eight new 225-amp power panels were installed to meet the increased electrical demand in the Dirksen Senate Office Building. Thirty-four new fluorecent light fixtures were installed in both Senate subways tunnels. New feeders and a 400-amp power panel were installed tin the Russell Senate Office Building attic.

The new Computer Network Room was wired for power and new fluorsecent light fixtures were hung. Security and card entry systems, fire alarms and smoke detectors were installed.

A new communication system was installed in conjunction with fire alarm equipment to connect the fire systems in the Dirksen and

Russell Senate Office Buildings to the plumbing and electrical maintenance departments for easier maintenance and repair and for use by the fire department.

Elevator Shop

The Elevator Shop inspects, maintains and repairs mechanical and electrical components of elevators, escalators, dumbwaiters, lifts, garage doors, postal conveyors and a truck tailgate. In addition to performing routine work during the year, ordering and replacing necessary parts, cleaning and lubricating all systems and instructing new operators, the Elevator Shop answered 237 calls for malfunctioning equipment, 147 service calls, 112 miscellaneous calls, and 48 cases of malicious damage.

Masonry Shop

The Masonry Shop installs, maintains and repairs interior and exterior marble, brick, block, tile and other stone work.

During Fiscal Year 1980 walls, ceilings and moldings in various buildings were plastered. Marble and title were removed and replaced when necessary. Holes were cut and drilled for wiring purposes and caulking was done in various places to prevent water leakage.

Paint Shop

The Paint Shop applies paint, varnish and other finishes, as required, to decorate and protect both interior and exterior surfaces, trim and fixtures.

During this fiscal year 568 work orders were completed for repainting rooms, refinishing woodwork, cleaning or painting Venetian blinds, and making signs. A major project was painting all public corridors and public bathrooms in both the Dirksen and Russell Senate Office Buildings.

Plumbing Shop

The Plumbing Shop installs, maintains and repairs pipes, fittings, joints and valves connected with the plumbing systems of the Senate Office Buildings. It is responsible for inspecting and testing all fire alarms, sprinkler systems and related fire equipment and for repairing and maintaining gas-fired hot water boilers, oil-fired steam boilers and gas-fired hot water heaters in the annex buildings.

During Fiscal Year 1980 water pipes were installed in the microfilm unit in Room 11–A. Sprinkler lines and heads were installed in various locations, including the Stationery Room. A steamer, sink and disposal were installed in the Cafeteria Bake Shop. Water and drain lines were installed to the Computer Network Room air conditioning units.

Six-inch copper sewer lines were installed in the Dirksen Senate Office Building sub-basement. Six-inch, four-inch and three-inch sewers were installed in the eight-inch cast iron pipe leaving the building. The eight-inch cast iron pipes and fittings were refitted.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies.

In Fiscal Year 1980 a major project was the fabrication and installation of ductwork in the Computer Center and in the Senate Stationery Room.

Subway Shop

The Subway Shop performs routine maintenance and improvements of the Senate side of the Capitol and the route between the Capitol and the Senate Office Buildings. During Fiscal Year 1980 all 528 contact switches were changed on cars. Requests from other departments for machine work, welding and electric work were accommodated.

Upholstery and Carpeting Shop

The Upholstery and Carpeting Shop repairs and reupholsters furniture, installs carpet, removes and repairs microphones, hangs draperies, restrings and hangs Venetian blinds, and covers tables, cornices, bookcases, etc. Routine tasks were accomplished this past fiscal year.

HOUSE OFFICE BUILDINGS

Pursuant to the provisions of 40 U.S.C. 175, the Architect of the Capitol subject to the approval and direction of the House Office Building Commission, is responsible for the structural, mechanical and domestic care and maintenance of the three House Office Buildings, House Office Building Annexes, and Underground Garages. Under the direction of the Architect of the Capitol, the Superintendent of the House Office Buildings is responsible for the day-to-day care of the buildings, including the operation of the following shops: Air Conditioning, Carpenter, Cleaning, Electric, Elevators, Escalators and Subway, Industrial Equipment, Labor, Painting, Plumbing and Heating, Stone and Sheet Metal.

The Superintendent's Office maintains, in a confidential manner, the combinations of Members' safes and maintains records of assignment of office suites, rooms and storerooms to Members of the House. This assignment of office suites is performed under rules prescribed by the House Office Building Commission. With the assignment of an office to a Member, the Superintendent's Office makes the necessary arrangement to coordinate the moving of the Member and the work of various trades such as, painting, electrical, changing of locks, installation or removal of partitions in conjunction with the personnel of the Clerk of the House and the Telephone Company.

The Superintendent's Office makes detailed suggestions to the Architect and the House Office Building Commission with regard to space requirements, remodeling within the buildings, and changes and improvements to existing facilities. In addition to the regular maintenance of the House Office Buildings, the following specialized alteration and conversion projects were completed under the direction of the Superintendent, House Office Buildings, in fiscal year 1980:

House Office Building Annex No. 1—Room 812 was converted to office space. Rooms 217, 218, 219, 220 and 221 were altered to provide private offices. Four doors were cut in from the corridor.

House Office Building Annex No. 2—Rooms 3460A through 3462 and rooms 3450 and 3468 were altered to subdivide the standard bays into private offices. This included the installation of 14 new doors, repositioning an reswitching overhead fluorescent fix-

tures, altering the suspended ceiling and modifications to the HVAC system.

Room 3675A was divided into 2 offices. This included erection of a metal stud, sheetrock partition and a new door.

A new door was installed to connect 3687 and 3687A. This necessitated the relocation of 1 conduit and a telephone box.

The first floor public restrooms were modified to include shower facilities for joggers. The women's room on the east end received 2 temporary fiberglass stalls. Two permanent ceramic tile showers were constructed in the men's room on the west end.

Cannon House Office Building—A new cash room was constructed in Room 141. This included installation of a vault door with a pass-thru-window to the corridor.

The southeast corridor of the third floor was enclosed between rooms 319 and 320. A new chandelier was installed.

The basement rotunda was redecorated to accentuate the "Guastavino vault."

Decorative painting of the ornate plaster in the Caucus Room was begun.

Longworth House Office Building—Room 1002, the old barber shop, was converted into committee office space. The existing ornate cornice was left intact. The "Carrara glass" was removed and put in storage.

Four new walnut storage cabinets to match the existing ones were installed in Room 1324.

In Room 1302 a new door was installed to the main corridor.

Two new door openings were cut in Rooms 1104, 1105 and 1106. This necessitated the removal of existing walnut bookcases, cutting through 10 inch terracotta walls and fabricating new walnut case openings.

In Suite 1306 built-in metal filing cabinets were replaced with walnut ones.

Built-in safes were removed from the Members' private offices in Rooms 1133 and 1726 and replaced with built-in lateral file cabinets.

Rayburn House Office Building—Rooms 2105 and 2106 (House Post Office) were divided into two separate rooms. A six inch block wall was erected. The plaster cornice was duplicated to match the existing one. The Post Office counter, including the marble facing, was moved to Room 2105. Additional HVAC and electrical service was added.

In Room 2157 a new staff office was constructed utilizing demountable metal partition and plexiglass. Additional HVAC and electrical work was added. A book shelf was built into the entrance corridor of the main hearing room.

Bookcasing was built and installed in Rooms 2181 and 2317.

Room 2359 was converted into a small hearing room.

In Rooms 2149, B-353 and B-373 additional offices were created with demountable metal partitions.

Room 2172 received new decorative painting, including highlighting the dentil molding and greek fret with gold leaf.

The Superintendent's Office coordinates the activities of many shops that perform the maintenance and repair on the buildings. A sampling of the type of work performed is listed by shop. A com-

plete list of each task performed is kept on file in the Central Office of the Architect of the Capitol.

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the House Office Buildings.

The following lists the volume of routine maintenance performed by this shop by building in Fiscal Year 1980:

Cannon House Office Building—In addition to the general maintenance 640 service calls were made.

Longworth House Office Building—Six hundred and thirty-four service calls were made. Nineteen sheet metal air deflectors were made and installed. Twelve free standing partitions were installed. The shop also installed a new controller on police unit room, a screen wire in 5 return air grills in cafeteria, a new compressor in Labor room unit, 120 feet (2 inch) chilled water line in Unit #1, various filter gauges and a defrost timer in Bake Shop freezer.

Rayburn House Office Building—Two thousand and one service calls were made and 54 free standing partitions installed or removed.

House Office Building Annex No. 1—The shop answered 254 service calls, installed 12 air conditioning units and removed 2 air compressors.

House Office Building Annex No. 2—Two hundred and sixty service calls were made. The shop assisted in the demolition of the old cafeteria.

Carpenter Shop

The Carpenter Shop constructs and repairs high quality cabinetry and furniture, and constructs, alters and repairs the ornamental woodwork in the House Office Buildings.

In Fiscal Year 1980, over 4,640 work orders were handled. It also performed such tasks as making keys (4,154), assembling picture frames (5,013) and crating articles for shipment.

Cleaning Shop

The cleaning crew cleans office suites and conference rooms including dusting, vacuuming, emptying trash, washing windows, etc.

During the fiscal year the cleaning crew performed the routine cleaning of all Members' suites, committee rooms, and all other rooms in the House Office Building complex.

Electric Shop

The Electric Shop installs, maintains and repairs electrical fixtures, controls and systems.

The following lists the volume of routine maintenance performed by this shop, by building, in Fiscal Year 1980:

Cannon and Longworth House Office Buildings—In addition to the routine general maintenance of the building, 6,165 work orders were serviced.

Rayburn and House Office Building Annex No. 1—In additon to the routine general maintenance of the building, the shop serviced 2,290 work orders.

House Office Building Annex No. 2—In addition to the routine general maintenance of the building, 4,163 work orders were serviced.

Elevator, Escalator and Subway Shop

The Elevator, Escalator and Subway Shop inspects, maintains and repairs mechanical and electrical components of elevators, escalators, dumbwaiters and lifts in the House Office Buildings. This shop also performs routine maintenance and improvements of the House-side subway cars and the route between the Capitol and the House Office Buildings.

The volume of routine maintenance performed by this shop, by building, in Fiscal Year 1980 is as follows:

Cannon and Longworth House Office Buildings—The 22 elevators, 1 sidewalk lift and 1 hydraulic elevator in these buildings required 2,255 service calls.

Rayburn House Office Building and Underground Garages—The 32 elevators, 1 dumbwaiter, 31 escalators and 2 subway cars required 1,089 service calls.

House Office Building Annex No. 2—The 8 elevators and 1 dumbwaiter required 912 service calls.

Labor Shop

The Labor crew washes marble and windows and polishes brass as well as moving furniture and providing manual assistance, as required, to other shops in the House Office Buildings. In Fiscal Year 1980, approximately 69,088 service calls were answered.

Painting Shop

The Painting Shop applies paint, varnish and other finishes to decorate and protect both interior and exterior surfaces, trim and fixtures in the House Office Buildings.

In addition to the routine painting of numerous rooms, corridors and other spaces and items in Fiscal Year 1980, the Painting Shop cut glass for and painted or stained 5,013 picture frames, stenciled 238 signs, replaced numerous broken glazings, and replaced flag pole rope once and 12 snaps on 3 poles.

The following lists the volume of routine maintenance performed by this shop, by building, in Fiscal Year 1980:

Cannon House Office Building—Twenty suites, all lobbies and stairwells, tunnels to the Library of Congress James Madison Memorial Building and Capitol, the Beauty Shop, basement corridors, ceiling and rotunda were painted.

Longworth House Office Building—Numerous corridors, 36 suites, 16 storerooms, the cafeteria, Post Office, Police Rooms, and the Government Printing Office Room were painted.

Rayburn House Office Building—Fifty-four suites, 7 committee and subcommittee rooms, gym, Post Office, all elevator lobbies, all public men's rest rooms and the Police pistol range were painted.

House Office Building Annex No. 1—Thirty-two suites, Police locker room and Labor shop were painted.

House Office Building Annex No. 2—Sixteen suites, Government Printing Office Room and the Computer Room were painted.

Plumbing and Heating Shop

The Plumbing and Heating Shop installs, maintains and repairs pipes, fittings, joints and valves connected with the plumbing system.

The following lists the volume of maintenance performed by this shop, by building, in Fiscal Year 1980:

Cannon and House Office Building Annex No. 1—Routine repair calls were serviced and inspection continued of fire lines and extinguishers. Fires to boilers in House Office Building Annex No. 1 were dismantled, removed and secured.

Longworth House Office Building—Water leaks and cleaning stoppages accounted for many of the service calls.

House Office Building Annex No. 2—Regular preventive maintenance was performed and repair calls serviced.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies in the House Office Buildings.

During Fiscal Year 1980, the shop prefabricated and installed ductwork in SB215, SB207, SB246, SB217, B241 and 1002. In the Longworth cafeteria stainless steel was installed on the walls, stainless steel chases were prefabricated and installed on the food lines, and old ductwork was removed from the ceiling and new ductworks and registers were prefabricated and installed. In HOBA 1 ductwork and grills were prefabricated and installed in 116, 218, 219 and 220. In the underground garages ductwork was prefabricated and installed in WA17, WA18, WA33, and G1 lobby 2. In the Rayburn Building ductwork was prefabricated and installed in B341, B364, B344, B353, B377, B373, 2157, 2359, 2321, 2314, 2415 and 2424; a major leak was repaired in the roof over 2314. In the Cannon Building ductwork was prefabricated and installed in 319A and new copper was installed on the roof. In the Cannon and Longworth Buildings 1,069 shop calls were serviced, 33 minor leaks were repaired, and 400 cracks and small pinholes were repaired in the copper roof. In House Office Building Annex No. 2 the old ductwork was removed in the labor room and 3601, the dishwashing table in the cafeteria was remodeled, and ductwork and fans were installed in G305 and 3501.

Stone Shop

The Stone Shop installs, maintains and repairs interior and exterior marble, brick, block tile and other stonework.

In Fiscal Year 1980 routine patching, pointing up, caulking and cleaning of the House Office Building Complex was performed.

Capitol Power Plant

The Capitol Power Plant produces steam for heating and chilled water for cooling all of the major buildings in the Capitol Complex. In addition, steam is provided on a reimbursable basis to the Washington City Post Office, the Government Printing Office and the National Visitors Center. Steam and chilled water are provided on a reimbursable basis to the Folger Shakespeare Library.

During Fiscal Year 1980, the Capitol Power Plant generated 824,316 thousand pounds of steam and 41,139,960 ton-hours of refrigeration,

using 35,633 tons of coal and 1,235,642 gallons of oil. Fuel oil was used only when coal was unavailable.

The West Refrigeration Plant, under construction since 1975, was started in the spring of 1980 and checked for conformance with operating needs. Operational procedures compatible with the East Refrigeration Plant and the chilled water distribution system were developed. Piping was identified and stenciled, equipment was painted, control systems were modified and other tasks performed to make the West Refrigeration Plant easily operable and reliable. In accordance with the contract, York Corporation trained the personnel for all equipment in the West Refrigeration Plant.

Emission tests were performed on Boiler No. 2 and the overfired air system was subsequently modified for improved performance. Waste water discharge normally entering the Anacostia River was repiped into the sanitary sewer. The installation of oxygen meters on all boilers enabled the boilers to be operated with minimum excess air thereby improving efficiency. For the first time, the refrigeration plant was operated throughout the winter to satisfy internal building system loads, thereby increasing the total winter plant electrical consumption.

The legal dispute in which an ash hauling contractor was judged to have overcharged the plant was litigated in favor of the Architect of the Capitol. Eight plant personnel gave depositions.

There were three emergencies. First, failure of two reactors on the primary electrical service made plant operation "touch-and-go" until two additional temporary reactors were installed. Operation of chillers in the East Refrigeration Plant in the spring required that the two remaining reactors be loaded to satisfy plant cooling loads. Second, a 600 hp motor driving a condenser water pump in the West Refrigeration Plant went "phase to ground" resulting in a temporary power failure to the West Refrigeration Plant and the Administration Building. Lack of a check valve in a strategic air line allowed water to fill up the pneumatic control air lines in the plant when the air compressors could not operate. Substantial work was performed to clean up the instrumentation system. Subsequent modifications were made to the condenser water and chilled water pump motor terminal connections. Third, chiller No. 3 drive motor (1,100 hp) failed in service. A repair contract was advertised, but the bids were deemed excessively high and rejected. No repair was undertaken during Fiscal Year 1980.

Water treatment in the boiler and refrigeration plants has become more expensive each year as the plant discharge requirements have become more rigid and as the quality of water supplied to the plant has deteriorated.

The boiler water treatment program is maintained within prescribed limits which is reflected in the condition of piping and equipment. The chilled water treatment is excellent. Condenser water treatment in the East Refrigeration Plant is a new program provided by nationally recognized water treatment supplier and approaches the quality of the chromate treatment of years past. Condenser water treatment in West Refrigeration Plant is monitored by the successful sub-contractor from the original construction project. This program to date has been unsatisfactory in equipment reliability and the water treatment must be reviewed. Dealkalizer resin was replaced in Fiscal Year 1980. Plant water quality is maintained by the Instrument Shop and reviewed monthly by a nationally recognized company.

Soot blowing on coal boilers was resumed resulting in reduced stack temperatures and gas velocities with improved boiler efficiency.

LIBRARY OF CONGRESS

In June 1980, P.L. 96–269 was signed into law, thereby changing the names of the Library of Congress Buildings. The Main Building became the Thomas Jefferson Building; the Thomas Jefferson Building, also known as the Annex, became the John Adams Building.

The Supervising Engineer's Office at the Library is responsible for the structural and mechanical care of the Library buildings and grounds which include the Thomas Jefferson Building, the John Adams Building and the James Madison Memorial Building.

Additional responsibilities include providing liaison with the Library of Congress to maintain the proper interrelationship between the constantly changing and expanding functions and programs.

At the end of Fiscal Year 1980 this office had a total of 110 permanent employees. The organization consists of a supervising engineer, an administrative staff and eight maintenance shops including air conditioning, carpentry, electric, elevator, machine, painting, plumbing and sheet metal. The major duties of the Supervising Engineer's Office are to provide supervision and the necessary manpower to perform all maintenance and construction work and to operate all building equipment. Custodial maintenance of the building and care of the grounds is under the jurisdiction of the Library of Congress.

The number of large renovation projects in the John Adams Building and the Thomas Jefferson Building was below normal this year because of the Library's scheduled moves to the James Madison Memorial Building. During Fiscal Year 1980, approximately 3000 written requests for service were received and completed. This does not include calls received by the shops for services that are performed daily and after normal working hours.

A major effort was made to implement many of the life safety recommendations contained in the Firepro Report and the Library's Safety Committee. Energy conservation was also given a high priority during the year.

The entire James Madison Building was accepted for beneficial occupancy, and by the end of the fiscal year approximately 60 percent of the space was occupied by the Library. The largest project undertaken was preparing the space in the Madison Building for scheduled moves by the Library. This work included major revisions to movable metal partitions, additions and relocations of telephone and electric floor outlets and the installation of computer cables and cable trays. Computer cabling is approximately 75 percent complete and CATV cabling is approximately 30 percent complete.

All the air conditioning, heating and ventilating systems were accepted for beneficial use and operated during the year.

Extensive work was accomplished in the James Madison Memorial Building computer room in preparation for the Library's move into this space. All electrical work required for computer equipment was installed by the Electric Shop. Additional air conditioning units, chilled water and steam piping, new partitions, doors and plastering were installed by temporary employees of the Construction Management Division.

The new computer operated book conveyor system connecting all three Library buildings was completed by the Contractor. Since February

1980 the Machine Shop and the Electronic's Engineering Division has been debugging the system.

This is the third year of an extensive program to modernize the central air conditioning units in the Thomas Jefferson Building. With the aid of the Air Conditioning Engineering Division, the Sheet Metal and Air Conditioning Shop rebuilt one air conditioning unit. This work included replacement of all galvanized sheet metal panels with new stainless steel panels and the installation of new copper and stainless steel chilled water and heating coils, including piping and controls.

The Library of Congress has a very active exhibits program which requires extensive renovation to the Ground Floor exhibit area of the Thomas Jefferson Building each time an exhibit is changed. The Paint Shop, Carpenter Shop and Electric Shop participate in this work as necessary. Preventive maintenance work on the copper roofs of the John Adams Building and the Thomas Jefferson Building has been given more attention during this year. Pointing and caulking of the stone work of the roof in the John Adams Building were done throughout the summer and fall by temporary employees of the Construction Management Division.

With the help of temporary employees the shops removed all partitions, ceiling, air conditioning equipment ductwork, plumbing and electrical on the Second Floor of the Thomas Jefferson Building. Demolition started in the Southeast Pavillion and continued through the South Curtain, the Southwest Pavillion, the Southwest Curtain, the Great Hall and the Northwest Curtain. This demolition project caused minimum disruption to the Library personnel.

Specific work performed by the individual shops is summarized as follows:

Air Conditioning Shop

The Air Conditioning Shop works three 8-hour shifts, seven days a week. With the force operating at full capacity satisfactory environmental conditons required by the Library are maintained in most areas in all three buildings. The major scheduled preventive maintenance work included inspecting and cleaning all air handling units, checking motors and starters, calibrating controls and adjusting damper and valve operators.

Major projects this year included renovation of one air handling unit in the Thomas Jefferson Building, installation of new chilled water lines to the John Adams computer center, acceptance and operation of all air conditioning equipment in the James Madison Memorial Building, installation of a new air conditioning unit in the Architect's computer room in the James Madison Memorial Building and renovation of all induction units in the John Adams Building.

Carpenter Shop

A large amount of work this year has been expended in the erection of new partitions and suspended ceilings and demolition of old partitions. In addition to normal maintenance work, other non-routine jobs included work in connection with occupancy of the James Madison Memorial Building, remodeling the exhibit area on the ground floor of the Thomas Jefferson Building and construction of 70 shipping containers for books.

Electric Shop

The Electric Shop has personnel on duty three shifts each day and is responsible for new electrical installations and replacements, and

routine and preventive maintenance of all electric systems from the substations throughout all three Library buildings. This shop is also responsible for the security and fire alarm systems in the Thomas Jefferson Building and John Adams Building and the fire alarm system in the James Madison Memorial Building, including preventive maintenance of the smoke detection systems.

Despite a heavy workload, the Electric Shop is meeting the schedules for Library moves to the James Madison Memorial Building. Because of the commitment to provide electrical service for occupancy of the James Madison Memorial Building, the preventive maintenance program has not been as active as in previous years.

Major projects for the Electric Shop during Fiscal Year 1980 included the installation of computer cables in all three Library Buildings, preparation for occupancy in the James Madison Memorial Building, the installation or relocation of electrical outlets, assisting with the preparation of special exhibits, and the complete installation of electrical work for computer equipment in the James Madison Memorial Building.

Elevator Shop

The Elevator Shop operates seven days a week on a varying schedule and is responsible for the maintenance and repairs needed for 34 units in the John Adams and Thomas Jefferson Buildings, 16 units in the James Madison Memorial Building and 8 units in the Supreme Court Building.

The number of men in this shop is not adequate to properly maintain the elevators. Together with the shortage of manpower and the continuing high rate of maintenance of the new Madison elevators, it is impossible for this shop to provide the level of maintenance required to reduce energency calls.

A substantial part of the general and preventive maintenance time expended by this shop has been spent in the repair and overhaul of aging mechanical and electrical machinery. The most critical unit for replacement is the 40 year old freight elevator #15 in the John Adams Building.

Machine Shop

The primary function and responsibility of the shop is to maintain and service all the book conveyors and pneumatic tube systems in all three buildings of the Library of Congress. The book conveyors and pneumatic tube systems are operated seven days a week.

The secondary responsibilities include maintenance on overhead garage doors; cutting keys, installing and servicing locks; maintaining paper baler; all welding and machine work; and maintaining grounds and snow removal equipment.

The majority of preventive maintenance work on the book conveyor systems and pneumatic tube systems is performed on Sundays. These systems are also checked each day for any malfunctioning parts and are corrected where necessary.

Emergency calls have increased because of the Machine Shop's additional responsibility for maintaining grounds and snow removal equipment.

A major project for this shop during Fiscal Year 1980 was the debugging and maintenance of the new book conveyor system furnished under the James Madison Memorial Building contract.

Paint Shop

Interior painting in the Thomas Jefferson Building included 7,000 square feet of ceilings, 70,000 square feet of walls, doors and window frames and required 325 gallons of paint.

In the John Adams Building, 11,831 square feet of ceilings, 38,000 square feet of walls and doors were painted, requiring 235 gallons of paint.

In the James Madison Memorial Building 43,402 square feet of walls were painted, and 16,000 square feet of concrete floors were sealed with plastic finish.

Exterior painting of window frames, doors, planters, tables, curbing and parking lines were accomplished during Fiscal Year 1980.

Plumbing Shop

This shop is responsible for the performance of all plumbing, pipefitting, steamfitting and pipe insulation in three Library buildings. The shop maintains and installs equipment, including vacuum pumps, water piping, toilet fixtures, drinking fountains, sanitary equipment, fire sprinkler systems, fire hose stations, fire extinguishers, lawn sprinkler system, cafeteria equipment, low and high pressure steam lines, gas, air, sewer piping, and the demineralize water system in the James Madison Memorial Building.

The Plumbing Shop operates seven days a week.

Preventive maintenance of plumbing facilities is an important assignment of this shop and includes repairing and painting of circulating, condensate, sump and fire pumps in both buildings as well as servicing and maintaining fire extinguishers, fire hoses, racks and sprinkler systems.

Sheet Metal Shop

This shop is responsible for all the copper roofs, metal casings, all air conditioning and ventilating ductwork, metal containers for large pneumatic tube system, metal partitions, wire grills, metal cabinets and book shelving, metal doors and jambs and construction of various sheet metal items requested for the Exhibits Office, Preservation Laboratory, and Recording Laboratory. The major project of this shop was the relocation and installation of movable metal partitions in the James Madison Memorial Building, where 6,500 manhours were used. Another new construction project was the demolition and reconstruction of one large air conditioning unit in the Thomas Jefferson Building and the designing, fabricating and installing new duct work, cooling coils and filter sections.

Preventive maintenance responsibilities primarily involved the repairs to the copper roof and copper dome. The condition of the copper roof is the best that it has been in many years.

During the past year the Library Exhibits Office has increased the number of shows, thus creating a new workload for this shop in fabricating special items.

SUPREME COURT

The Supervising Engineer's Office at the U.S. Supreme Court is responsible for the structural and mechanical care of the Supreme Court Building and grounds. Additional responsibilities include providing liaison with

the Supreme Court to maintain the proper interrelationship between the constantly changing and expanding functions and programs.

In Fiscal Year 1980, there were three special projects. These projects were the installation of a computerized control and monitor system to improve the operation of environmental and energy consuming systems; roofing repairs (50 percent complete); and the installation of a new Atex Word Processing System, while relocating the existing Burroughs System, and removing a Wang Word Processing System.

The various routine maintenance work was performed by the individual shops under the Supervising Engineer. A summary of their accomplishments is presented as follows:

Air Conditioning Shop

This Shop is responsible for maintaining acceptable building environmental conditions by performing preventive and routine maintenance and monitoring meters and alarms. It also maintains the refrigeration equipment of the food service operation.

Electric Shop

This Division is responsible for the maintenance and repair of electrical distribution equipment and lighting and control systems. This fiscal year a program was initiated to replace obsolete breakers. Lighting improvements were made in a number of areas. In addition, the Division assisted with room renovation and equipment installation as needed.

Elevator Shop

This Division is responsible for the maintenance and repair of elevator equipment. A significant change was instituted in the preventive maintenance procedures with the introduction of a computerized generated preventive maintenance work order system. This Division assisted by testing the work order procedure prior to implementation for all jurisdictions reporting to the Architect of the Capitol. Based on experience with several versions of the program, a set of work activities was selected for the maintenance of all elevator equipment on Capitol Hill. Based on data developed by this program it was possible to reorganize the Supreme Court Elevator Division. Maintenance of the Supreme Court Building elevators was reassigned to the Library of Congress maintenance forces. This change has increased the utilization of elevator personnel to service elevator equipment for both the Library of Congress and the Supreme Court Building. A procedure was developed to insure that preventive maintenance, repair work and service calls for the Supreme Court Building are handled adequately. During Fiscal Year 1980 the Division responded to 32 service calls.

Grounds

Routine maintenance was performed on the lawns and landscaped areas of the Supreme Court Building, the four courtyards and plant materials within the building. Fountains were cleaned and snow was removed. Plant material was provided for special Court functions.

Masonry Shop

During Fiscal Year 1980 maintenance and repair of the interior and exterior marble and brick included cleaning interior wall surfaces; tuckpointing and caulking; plaster repairs; leveling of steps,

terrace and plaza areas caused by settlement; repair of chipped and broken marble sections; resetting tiles and repair of exterior fountain surfaces.

Paint Shop

This Shop is responsible for the maintenance and repair of protective coverings. Work is directed by the decorator painter with assistance provided from other shops or the Construction Management Division, depending on the scope of the project. Work is scheduled based on occupant activity or the lapse time since prior painting. A number of building areas required premature painting due to water infiltration caused by deteriorated roofing and roof drains. Work accomplished during Fiscal Year 1980 also included repainting 41 rooms and building areas, refinishing of Justice Douglas' suite, refinishing of 25 doors within the building, refinishing of handicap ramp, refinishing of 6 exterior fountains, and various sign painting.

Plumbing and Heating Shop

This Shop is responsible for the preventive and routine maintenance and repair of plumbing, heating and fire protection systems. Other special trade areas that are assigned include sheet metal work, painting, carpentry, glazing, locksmith and roofing. This Shop is responsible for shift personnel who provide a 7 day per week, 24 hour per day coverage of building operations. Special projects during Fiscal Year 1980 were the installation of sinks for shop areas and Room 48, installation of steam heating units and associated steam lines and programs to replace obsolete plumbing fixtures.

BOTANIC GARDEN

The Architect of the Capitol has served as Acting Director of the United States Botanic Garden since July 3, 1934. The Architect is responsible for the maintenance and operation of the Garden and for any construction changes or improvements made to the Garden.

The Architect performs his duties in connection with the Garden under the direction of the Joint Committee on the Library which is charged, by law, with control over the Garden.

The Botanic Garden performs four main functions. First, the organization maintains a large public Conservatory in which permanent collections of tropical, subtropical, and desert plants are housed under 29,000 square feet of glass. Major collections include aroids, bromeliads, cacti, cycads, ferns, orchids, and palms. There is an ongoing program for the collection of new plant material for the Conservatory, in accordance with the official purpose of the Botanic Garden, which is ". . . to collect, cultivate and grow the various vegetable production of this and other countries for exhibition and display." Thus, new plants are frequently being added to the collections. The building, located at First Street and Maryland Avenue S.W., Washington, D.C., is open to the public from 9 a.m. to 5 p.m. seven days a week except during the summer months when it is open from 9 a.m. to 9 p.m. daily. There is no charge for admission.

The second major function of the Botanic Garden is to maintain the public park located on Independence Avenue, across from the Conservatory. The park, approximately 1 acre in size, features a wide variety of summer blooming annuals, herbaceous perennials, and unusual woody plants (the focal point of the park is the historic Bartholdi Fountain). The

park, like the Conservatory, is an evolving garden in which new species are constantly being introduced and reviewed for performance. Areas within the park are frequently redesigned and replanted creating an ever changing display. A constant attempt is made to represent the increasing variety of plant material which becomes available to gardeners each year.

The third major function of the Botanic Garden is to sponsor four annual plant and flower shows, held inside the Conservatory. Special display areas, totaling 9,000 square feet are used for this purpose. The Easter Show, featuring masses of spring flowering plants, is the first such event of the year; it is held from Palm Sunday through Easter Sunday. The second annual show, the Summer Terrace Display, is held on the patio in front of the building from May through September. Hundreds of flowering and foliage plants in hanging baskets highlight this event. The third show, held from mid-November through the Thanksgiving holiday, features a wide variety of chrysanthemums. Poinsettias dominate the last annual show held from mid-December through Christmas. In addition, the Garden hosts plant and flower shows sponsored by area garden clubs and plant societies each year.

The fourth function is the maintenance of the Poplar Point Nursery located in Anacostia, Washington, D.C., just a few miles from the Conservatory. This area includes approximately 50,000 square feet under glass and 23 acres of land, 5 of which are used as an outdoor growing area for woody plants. All of the plants displayed in the annual shows are raised at the Nursery. Additional material grown at this facility includes 12,000 orchids (used in the rotating exhibition held the year-round in the Conservatory), all the plants displayed in the park and on the Conservatory grounds, much of the material incorporated into the permanent collections housed in the Conservatory, the herbaceous and woody plants used outdoors in the Capitol Hill Complex, those plants loaned to Congressional offices, and palm trees as well as cut flowers used for decoration at Congressional functions.

Other duties of the Botanic Garden include group tours given the year-round, a series of horticulture classes held from September through May, and a plant information service which is nation-wide in scope. The Botanic Garden Conservatory is also the site of a variety of Congressionally related functions held in the evening, after the building has been closed to the public. Forty such functions were held during fiscal year 1980.

The Botanic Garden is staffed by 57 people, including 34 gardners, 9 operating engineers, 7 maintenance crew, and 7 who are employed in a supervisory or clerical capacity.

Fiscal year 1980 was particularly productive in all areas. New species were added to each of the Conservatory collections. The majority of additions included succulents, orchids, and begonias. Each new plant has been formally labeled, in accordance with the policy of the Garden.

New perennials and unusual annuals were added to the park during Fiscal Year 1980. Hundreds of chrysanthemums and pansies were planted in the park beds, extending the flowering season into late autumn.

The quality of each annual show was improved with the addition of new props plus a wider variety of plants. The Easter Show included the bold colors of primroses and cinerarias plus the usual Easter lilies, tulips and daffodils. This show was well attended by the public. The addition of the U.S. Botanic Garden Express, a miniature train, and train station in the east wing was the delight of the thousands of children who attend

this annual event. The Summer Terrace Display presented a world of colorful blossoms, delectable vegetables and beautiful green foliage. Hundreds of hanging baskets were filled with fuchsias, lantanas, impatiens, ivies, coleus and petunias against a back ground of Phoenix palms. Flower beds containing over 5,000 annuals surrounded the terrace and lined the walks. Highlighting the terrace display was a mini salad garden of vegetables and herbs, with instructions on how to grow them. The Summer Terrace Display is the Garden's largest, longest running and most widely acclaimed plant and flower show. The Poinsettia Show was improved by the addition of a 25 foot Christmas tree decorated in shades of red and Christmas topiaries and wreaths.

An additional show was added to the U.S. Botanic Garden calendar of events during Fiscal Year 1980. "Florafest I—a plant and garden show," was held at the Conservatory on March 14 through March 16, 1980. This show included exhibits, speakers and a plant clinic. An attempt was made to represent as many facets of horticulture as possible. Invitations were extended to organizations that had demonstrated the ability to develop quality displays. Some of the exhibitors included were the Smithsonian Institution, Brookside Gardens, National Capital Area Federation of Garden Clubs, District of Columbia Cooperative Extension Service and the National Arboretum. This show was so popular that it was extended for 2 days.

Other responsibilities of the Botanic Garden have also increased. Group tours and attendance at the horticulture classes continued to increase. Group tours of the Conservatory have become very popular with local and out of State school systems. Congressional staffs have also increased their requests for guided tours during Fiscal Year 1980. During fiscal year 1980 VIP tours were given to people of many countries, including China, India, England and Japan.

A special effort was made by the Administrative staff to bring Senior Citizens Organizations into the Conservatory during the major shows and classes; over one hundred Senior Citizens Organizations participated in these programs.

The increase in public interest in the events occurring at the Garden necessitated additional publicity. Press releases continue to be sent to local radio stations, newspapers, newsletters, and magazines prior to each show and horticulture class. A schedule of events is always in the information rack located in the Conservatory.

Over 1200 invitations to attend the major shows and classes were sent to the Members of Congress and their staffs prior to each event. The information service, which provides horticultural and general information via telephone and letter, was greatly increased during this fiscal year.

Maintenance Division

In Fiscal Year 1980, the maintenance department of the Botanic Garden was required to perform a wide variety of duties essential to the management of the facilities. This department is responsible for the care of the Conservatory, Administration building located in the back of the United States Botanic Garden park, all equipment within the park and the Poplar Point facilities which consist of 24 greenhouses, storage houses and an outdoor nursery.

Carpentry–Construction work included a miniature train station and locomotive for use in the Spring Flower Show; an addition to the slat house; numerous trellises, display and plant stands and 6 cold frames.

Electrical—In addition to routine maintenance, 8 heating cables in propogation benches in the Poplar Point greenhouse were replaced.

Glazing—Numerous panes of broken glass were replaced. Due to vandalism, this is an ongoing and time consuming responsibility. Two greenhouses at Poplar Point were recaulked.

Heating Systems–Gas fired boilers were serviced.

Mechanical—All duties were performed to maintain 12 vehicles, 1 front end loader, 3 tractors, field equipment, lawn mowers, "weed eaters," and a chain saw.

Painting—Areas painted included parts of the Conservatory and Poplar Point buildings and the Bartholdi Fountain.

Plumbing—Necessary repairs and preventive maintenance were performed. As a conservation measure a pumping station was installed to recirculate the water to the Bartholdi Fountain. A steam coil used for oil sterilization at Poplar Point was replaced.

Conservatory Division

Efforts toward upgrading the Botanic Garden's existing plant collections and adding new collections to the Conservatory have continued through this fiscal year.

The addition of 37 species and cultivars of cacti and other succulents, 13 species of bromeliads and approximately 83 specimens belong to other taxa have resulted in a better representation of the plant families displayed in the Conservatory and have necessitated the renovation and replanting of Conservatory beds. The success of these projects has been reflected in the positive comments received by visitors to the Garden.

New plant collections, raised for display at the Poplar Point Nursery, have been rotated between that facility and the Conservatory throughout this fiscal year. Varied collections of ivies, gloxinias, hoyas and begonias, acquired over the past few years, are now of displayable size and quality for exhibit. They are brought into the building when a major show is not in progress to add color and interest to the east and west pavilions and the front display hall. Most plants included in these collections have never been displayed in the Botanic Garden prior to this fiscal year. They have added a new dimension in the form of "mini shows."

Decoration Division

A total of 712 decorations were provided during Fiscal Year 1980. Palms and ferns were delivered to designated buildings, set up in rooms reserved for Congressional functions and returned to the green-houses. Cut flowers delivered were 636 centerpieces, 13,473 cut flowers and 333 vases. Plants were also loaned to Congressional offices.

Nursery Division

In addition to the materials supplied to the Capitol Grounds, the Nursery Division maintained the outside nursery and grounds at Poplar Point. This involved the mowing of grass, the planting of liner nursery stock, irrigation, fertilization, application of insecticides, constant cultivation of nursery fields and the pruning of nursery stock.

Old Greenhouse Division

In addition to the contributions towards the Spring Flower Show, the production of bedding plants and the Chrysanthemum Show,

this Division also produced the cut flowers necessary for decorations to the Capitol Complex.

Orchid Division

The orchid collection, numbering 16,000 plants, is considered one of the finest in the United States. During Fiscal Year 1980, 4,289 flowering orchids were displayed in the ongoing exhibition at the Conservatory. The employees of the Orchid Division also produced 900 assorted varieties of fern and 150 Rex begonias for use in the Conservatory. The employees of the Orchid Division have actively participated in the National Capitol Orchid Society. In Fiscal Year 1980, 300 orchid plants were added to the collection by private donation.

Propagation Division

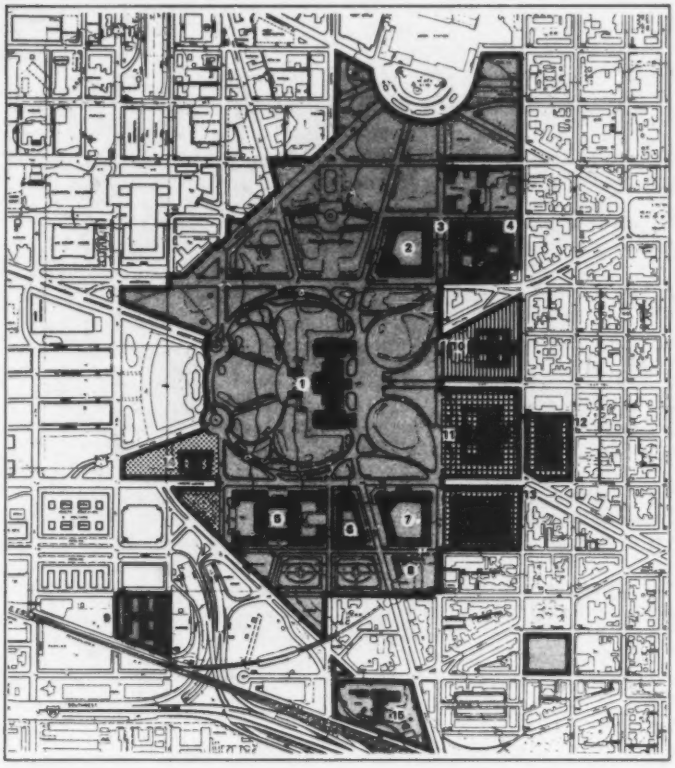
In addition to the contribution made towards the Spring Flower Show and the production of bedding plants, this Division was also responsible for producing plant materials used in the Conservatory and nursery liner stock. A complete list is on file with the Central Office of the Architect.

AREA OF PROPERTIES UNDER THE JURISDICTION OF THE ARCHITECT OF THE CAPITOL, FISCAL YEAR 1980

Total area of properties comprising Capitol Buildings and grounds as defined in 40 U.S.C. 198a and 198m, Supplemental V (includes both building sites and about same)

	Acres
Capitol Building and Grounds (includes Square 764 acquired 1973—2.2 acres) (items 2 to 14 excluded)	129.2
Old Senate Office Building (Square 686)	4.0
New Senate Office Building (Square 725—1948 acquisition 3.0 acres; squares 724 and 725—1958–1959 acquisitions as extension of additional Senate Office Building site—4.4 acres)	7.4
Extension of additional Senate Office Building site (Squares 724 and 725—1970 acquisitions—Capitol Hill Apartments—127 C Street NE.; 2 houses—129–131 C Street NE.; 13 houses—Schotts Alley) (27,644 sq. ft. in all)	0.6
Extension of additional Senate Office Building site (Square 724—Plaza Hotel Properties acquired 1970—17,000 sq. ft.; Valanos property acquired in 1972—9,667 sq. ft.)	0.6
Extension of additional Senate Office Building site (Square 725—National Woman's Party—2 houses—acquired in 1972—4,140 sq. ft.)	0.1
Acquisition of properties in Square 724 to provide for construction of parking facilities for Senate:	
(1) Immigration Building acquired in 1974	0.7
(2) 10 privately owned properties acquired in 1975	1.1
Cannon House Office Building (Square 690)	5.0
Longworth House Office Building (Square 689)	2.0
Rayburn House Office Building (Square 635); 2 underground garages (Squares 637 and 691); Squares 732 (north and south), 639, 692 south of 635	23.4
FBI Building site—acquired April 1975 (approx.)	3.1
Streets added to Capitol Grounds by District of Columbia Home Rule Act—January 1, 1975	5.0
Square 636 (Old Laboratory Site); now occupied by part of the Rayburn House Office Building	2.0
Capitol Power Plant	6.3
Total area	190.6

JURISDICTION OF THE ARCHITECT OF THE CAPITOL, FISCAL YEAR 1980



Architect of the Capitol Jurisdiction Boundary

Capitol Building and Grounds
1. U.S. Capitol Building

Senate Office Buildings
2. Russell
3. Dirksen
4. Hart

House of Representatives Office Buildings
5. Rayburn
6. Longworth
7. Cannon
8. Annex No. 1
9. Annex No. 2

U.S. Supreme Court Grounds
10. U.S. Supreme Court

Library of Congress
11. Main Building
12. Annex
13. James Madison Memorial Building

U.S. Botanic Garden Grounds
14. U.S. Botanic Garden

15. U.S. Capitol Power Plant

ARCHITECT OF THE CAPITOL APPROPRIATIONS, FISCAL YEARS 1977–1980

(INCLUDING SUPPLEMENTALS)

	Fiscal Year 1977		Fiscal Year 1978		Fiscal Year 1979		Fiscal Year 1980	
	Amount	Positions	Amount	Positions	Amount	Positions	Amount	Positions
Salaries, Office of the Architect of the Capitol	$1,890,900	76	$2,129,500	78	$2,490,000	90	$3,008,000	94
Contingent expenses	210,000	.....	210,000	.....	210,000	.....	210,000	.....
Capitol buildings	6,313,969	215	6,468,300	210	6,380,000	215	7,702,000	215
Capitol grounds	2,000,300	80	2,435,400	80	2,644,000	80	[3] 2,377,000	80
Master plan for future development of the Capitol grounds and related areas	.....	.....	100,000	.....	.....	.....	.....	.....
Senate office buildings	11,289,052	525	10,696,600	497	10,717,600	509	11,433,000	511
Senate garage	149,800	7	161,900	7	171,000	7	206,000	7
House office buildings	15,101,000	817	19,693,400	800	21,635,000	797	19,116,000	797
Capitol power plant	11,239,000	92	13,053,600	92	13,735,000	104	14,181,000	104
Modifications and enlargement, Capitol power plant	12,000,000	.....	.....	.....	.....	.....	.....	.....
Library buildings and grounds, structural and mechanical care	2,426,200	75	2,303,100	75	[1] 3,296,000	[2] 136	4,410,000	136
Library of Congress James Madison Memorial Building	.....	.....	7,675,000	.....	.....	.....	.....	.....
Contribution from the U.S. Capitol Historical Society	112,000	.....	.....	.....	.....	.....	.....	.....
Grand total, Architect of the Capitol	62,732,221	1,887	64,926,800	1,839	61,278,600	1,938	62,643,000	1,944
Botanic Garden, salaries and expenses	1,233,000	57	1,371,300	57	1,448,000	57	1,534,000	57
Care of the building and grounds, Supreme Court	800,000	33	800,000	33	1,475,000	33	2,182,000	33

[1] Additionally, includes $425,000 Program Supplemental request for early occupancy of James Madison Memorial Library Building.
[2] Includes 39 new positions requested for inclusion in Program Supplental for early occupancy of James Madison Memorial Library Building.
[3] Excludes $1,792,000 rescinded by P.L. 96–304.

PROJECTS COMPLETED BY THE ARCHITECTURE DIVISION—FISCAL YEAR 1980 (BY BUILDING)

U.S. Capitol

House Chamber Gallery: New bronze railings between two galleries, new railings at all stairs for public safety, new railings at TV camera positions. Specifications for bronze railings at the handicapped gallery.
Senate Dining Room: New shelves in pantry.
Room HT–6: New camera room.
S–324: Private office enlargement.
Room HB–32: Alterations for planetary camera.
Room H–152: New cabinet work.
Room H–223: Modifications to cabinet in Democratic cloakroom.
Senate Restaurant: Office for Chef.
Basement floor: New door for mens' locker room.
Room S–112: Cash register stand for Senate restaurant.
Room H–322A: New partition in House radio-TV gallery.
Rooms S–218 & S–219: Furniture layout and cabinetwork.
Room S–206: Picture layouts.
Room ST–44: Miscellaneous renovations.
Room S–102: Coat racks for guides locker room.
Room H–419: Renovation of Document Room.
Room S–231: Alterations to toilet room.
Rotunda: Layout for ceremony dedicating Mother Joseph's statute.
First Floor, House Side: Ramp for the handicapped.
Room S–101: New counter for railway ticket office.
Rooms S–151 & S–152: Furniture layouts.
Rooms S–410 & S–418: Renovation and furniture layout.
House Elevator Lobby: Design for new chandeliers.
Statuary Hall: Picture case.
Room S–206: Color studies for redecoration.
House Chamber: Seal of Guam for ceiling.
Room H–125: Furniture layout.
Room ST–46: Alteration for office.
House Chamber Gallery: Temporary railings for public safety.
Room SB–36: Storage cabinet for newspapers.
Rooms ST–2 & ST–4: Alteration and furniture layouts.
West Central Front: Specifications for pointing.
House Restaurant Kitchen: New storage room.
Room H–140: Plaque for George Mahon Room.
Room H–405: New acoustical wall panels.
Rooms HT–3, –5 & –13: Alterations and space layouts.

Capitol Grounds

Jurisdictional Map: Updating of map adding newly acquired properties.
Square 6935: Preliminary studies for Inaugural ceremony.
West Approaches to Capitol: Replacement and repair of walks and stonework.

Russell Senate Office Building

Delaware Avenue Northwest Entrance: Modifications to shelter and design of new doors.
Replacement of Exterior Windows: Fabrication details.
Room B–41: Renovation of Stationery Room.
Suite 212: Modification of conference table in the Armed Services Committee Room.
Constitution Avenue Colonnade: Modification of doors.
Room 445: New doorway from elevator lobby.
Suite 126: Furniture layout.
Suite 161: Study of acoustics.
Suite 137: New partition.
Subway Terminal: New work area for security engineers.
Room 411: Space planning.
Courtyard: Studies of service carousel for the Senate restaurants.
Room 19E: New Locker room.
Delaware Avenue Southwest Entrance: New vestibule.
Northeast & Southeast Entrances: New exterior handrails.
Room 19b: Alteration to photographers laboratory.
Subway Tunnel: Renovations for Senate Recording Studio.

Interior Spaces: Floor plans of all offices at ¼"=1'–0" scale.
Suite 217: Furniture layout.
Furniture: Specifications for new chairs and tables for the Senate Office Buildings.

Dirksen Senate Office Building

Basement: New Network Room for Computer Facility. Specifications for the access floor and the automatic doors.
Basement: New Bake Shop and food storage area.
Post Office: New pigeon hole letter bins.
Room G–133: Furniture layout.
Room 5206: Furniture layout.
Existing Garage: Field Office for Architect of the Capitol personnel.
Suite 6225: Furniture layout.
Northwest Entrance, C Street NE: New railings at handicapped entrance doors.
Suite 6225: Newspaper rack.
Senate Restaurant: Modifications to tobacco sales room.
Room 3226: Furniture layout.
Room 1402: New partition for subdividing room.
Rooms G–332 & 334: Plans for Western Union office.
Interior Spaces: Floor plans of all offices at ¼"=1'–0"scale.
Corridors: Preparation of color schedules.

Senate Office Building Annexes

Immigration Building: Studies for Robotype Department on the second and third floors.
400 North Capitol Street: Space planning and alternations for the Senate Computer Center.
Carroll Arms, Rooms 203 & 204: Space planning.
120 C Street: Partition relocations on the second floor.

Cannon House Office Building

Basement: Refurbishing of elevator lobbies.
Room 141: New cash room.
Suite 325: Furniture layout.
Suite 124: Plans for renovation.
Suite 425: New partitions and furniture layout.
Suite 324: Furniture layout.
Suite 502: Plan of Staff Room.
Suite 322: Space layout.
Third Floor, Southeast Corner: New office in corridor.
Suite 109: Furniture layout.
Third Floor, Southeast Corner: Furniture layout for new office.
Suite 219: Furniture layout.
Suite 209: Furniture layout.
Suite 213: Furniture layout.
Suite 323: Furniture layout.
Suite 430: Furniture layout.
Suite 320: Furniture layout.
Interior Spaces: Floor plans of all Congressional office suites at ¼"=1'–0" scale.
Partitions: Specifications for demountable partitions for House Office Buildings.

Longworth House Office Building

Room 1002: Conversion to office.
Cafeteria: Remodeling and renovation. Specifications for new flooring.
Suite 1504: Furniture layout.
Suite 1124: Furniture layout.
Suite 1726: Alterations.
Room B–219: Security door for House Stationery Storeroom.
Suite 1328: Furniture layout.
Suite 1723: Furniture layout.
Room 1521: Furniture layout.
Committee Room 1324: Brass guardrail.
Committee Room 1302: Lighting studies.
Cafeteria Facilities: Overall study for relocation of certain cafeteria facilities.
Interior Spaces: Floor plans of all congressional office suites at ¼"=1'–0" scale.

Rayburn House Office Building

Basement near B–335: Storeroom converted to offices.
Room 2181: New built-in bookcases.
Room 2165: Chart for Committee on Public Works.
Room 2165: Rest room converted to office area.
Suite 2401: Furniture layout.
Room B–371C: New partitions.
Room 2172: Redecoration.
Garage G–2: Parking area for police motor bicycles.
Room 2470: Furniture layout.
Room 2317: New bookshelves.
Room 2105: Interior design and furniture layouts.
Elevator Lobbies: New storerooms.
Suite B–377: Extensions of partitions.
Room 2337: Modifications to rostrum.
Suite 2449: Plans & furniture layouts.
G–1 Parking level: Overhead doors.
Gymnasium: New therapy facilities.
Room B–377: Furniture layout.
Rooms 2149 & 2152: New partitions and furniture layout.
Suite 2235: Furniture layout.
Room SB–359: Security doors for House Stationery Storeroom.
Room B–335: Sketch for proposed subcommittee hearing room.
Interior Spaces: Floor plans of all congressional office suites at ¼″=1′-0″ scale.

House Office Building Annexes

HOBA#1, Rooms 217, 219, 220, 221: Alterations.
HOBA#2, Rooms 3157 & 3175: Shower rooms.
HOBA#2: New partitions in Congressional Budget Office.
HOBA#2, Phases 2 & 3: Space and furniture layouts; review of construction documents including specifications, cost estimates and shop drawings; consultation with existing and proposed occupants concerning space requirements and planning; recommendations on space assignments; occupancy and assignment records; inspections of construction progress.
Revisions to occupancy assignment Master Plan as required during phased modernization of 371,085 square feet of space.

Supreme Court

Room 309: On-site measurements and plans.
South Corridor, Third Floor: Conversion to new office.
Room 317: Conversion to Rare Book Room.
Room 16: New Computer Room.
Room 48: Subdivisions.
Room B–29: Modifications and enlargement.
Rooms 309, 310 and 311: Floor plans.
Basement Driveway: New ramps.

Library of Congress Buildings

Wilson Room, Thomas Jefferson Building: Conversion to Rosenwald Room.
Ground Floor, Thomas Jefferson Building: Convector and Battery Rooms.
Madison Memorial Building: Studies for ramps for the handicapped.
Madison Memorial Building: Chains for the Independence Avenue entrance.
Madison Memorial Building: Partitions in the storage areas of the Architect of the Capitol. Specifications for demountable metal partitions and sign panels.
Thomas Jefferson & John Adams Buildings: Preliminary work on the master plan for restoration and renovation.

Capitol Power Plant

Guard House: Design of new security entrance.
Tunnel: Replacement of section of wall.

Botanic Gardens

Display Items: Study for new planter boxes.

PROJECTS PERFORMED BY THE CONSTRUCTION MANAGEMENT ALTERATION AND RENOVATION DIVISION

FISCAL YEAR 1980 (BY BUILDING)

U.S. Capitol

Inaugural Ceremonies: Beginning of building construction.
West Front Timber Bracing: Removal and remedial work.
Ramps and Railings for the Handicapped: Two wooden access ramps and a bronze railing.
Moving of Statuary: Various statues and pedestals in the crypt and rotunda.
Stairtreads: Repairs to the East House steps.
Room S–312: Participation in renovation to Senate TV Gallery.
Room S–145: Installation of two fireplaces.

Capitol Grounds

Square 637: Replacement of walkway sections.
Senate Garage: Correction to drainage and rewaterproofing of Northwest corner.
West Terrace: Repairs to pavers.

Russell Senate Office Building

Window replacement: Fabrication and installation of mahogany windows.
Roof repairs: Remedial work on the roofs and balustrades.

Dirksen Senate Office Building

Network Room: Construction of room as part of the Senate Computer Center.
Roof repairs: Remedial work on the roofs and balustrades.
Bake Shop: Construction of a bakery and food storage room.
Sewer Repairs: Replacement of 8" sewer serving west side of building.
Facilities for the Handicapped: Upgrading of four toilet rooms.
Construction Management Field Office: Building of office in existing garage.

Senate Office Building Annexes

Fire Protection Improvements: Upgrading sprinkler systems in the Plaza Hotel, Capitol Hill Hotel, Senate Court Apartments and Hill Apartments.

Cannon House Office Building

Carry Out Facility: Extensive modernization of food service facility.

Longworth House Office Building

New Roof: Replacement of built-up roof at seventh floor level.
Cafeteria: Partial remodeling of food service facility.

Rayburn House Office Building

West Court: Repairs of West Court Pool.

House Office Building Annexes

Roof Repairs: Built-up roof repairs to HOBA#1.
Steam Service: Expansion of steam service from Capitol Power Plant to HOBA#1.
Modernization of HOBA#2: Completion of over 180,000 square feet of office space.

Supreme Court

Roof Repairs: Continuing repairs to parapets and lead coated roof gutters.
Computer Room: Renovation of existing facility for computer operations.
Facility for the Handicapped: Construction of ramped entrance on north side.
Shower: Installation of shower stall.
Corridor Alterations: Provision of office space in third floor corridor.
Room 48: Miscellaneous alterations.
Room 27: Enlarging of two openings and installation of new doors and frames.

Library of Congress Buildings

Wall Leakage Remedial Work: Cleaning and recaulking of joints in marble on Madison Memorial Building.
Computer Room Air Conditioning: Installation of new system in computer room at the Madison Memorial Building.
Safety Railings: Installation around interior court, Madison Memorial Building.
Access Doors & Related Work: Additional work in Madison Memorial Library.
Garage Roof: Replacement of roof over garage on Thomas Jefferson Building.
Exterior Stonework: Recaulking of joints and other remedial work on the Thomas Jefferson and John Adams Buildings.
Sidewalk Repairs: Repairs to sidewalks and driveways at the Thomas Jefferson and John Adams Buildings.
Facilities for the Handicapped: Construction of our access ramps on the west side of the John Adams Building.

Capitol Power Plant

Expansion Joint Replacements in Steamlines: Participation in the project to correct deficiences in tunnels and manholes.
Guard House: Construction of new guardhouse on the grounds of the Capitol Power Plant.
Emergency Reactors: Construction of concrete slab and housing for three temporary reactors.

Botanic Gardens

Door Replacement: Installation of doors and frames at the Independence Avenue entrance to the Conservatory.

PHILIP A. HART SENATE OFFICE BUILDING CONSTRUCTION DATA (1975–1980)

Phase I—Temporary access—Contract No. ACso–434

Contractor: A. A. Beiro Construction Co.

Original contract price	$175,000
Change orders issued	36,032
Final contract amount	211,032
Work completed	100%

Major work performed: Miscellaneous renovation work to convert existing office space into receiving room and garage entrance.

Chronology:	
Invitation for bids (IFB) date	March 18, 1975
Bid date	May 2, 1975
Contract award date	May 20, 1975
Notice to proceed	June 5, 1975
Contract completion date	October 1, 1975
Substantial completion date	November 17, 1975
Final payment requisition submitted	October 1977

Phase II—Excavation and foundation—Contract No. ACso–451

Contractor: George Hyman Construction Co.

Original contract price	$5,488,000
Change orders issued	455,056
Adjusted contract amount to date	5,933,056
Requisitions to date	148,326
Work completed	100%

Major work performed: Excavaton and foundation phase, including truck tunnel entrance, as well as tunnel connection to the existing subway system of the Dirksen Senate Office Building.

Chronology:	
Invitation for bids (IFB) date	November 3, 1975
Bid date	December 4, 1975
Contract award date	December 11, 1975
Notice to proceed	December 30, 1975
Substantial completion date	May 31, 1977
Contract completion date	February 24, 1977
Adjusted completion date	June 19, 1977

Phase III—Exterior stone—Contract No. ACso–476

Contractor: Vermont Marble Co.

Original contract price	$5,810,444
Change orders issued	(82,113)
Adjusted contract amount to date	5,728,331
Supplemental Agreement (for custodial services)	58,956
Requisitions to date	5,787,287
Work completed	100%

Major work performed: 92,937 Cubic feet of stone was delivered to the stoneyard.

Chronology:	
Invitation for bids (IFB) date	December 1, 1976
Bid date	January 13, 1977
Contract award date	February 9, 1977
Notice to proceed	March 1, 1977
Contract completion date	August 26, 1978
Adjusted completion date	December 31, 1978

Phase IV—Superstructure—Contract No. ACso-491

Contractor: Baltimore Contractors

Original contract price	$34,180,000
Change orders issued	493,369
Partial payments issued	62,400
Adjusted contract amount	34,735,769
Value of claims	358,716
Value of extended overhead requested	13,149,978
Requisitions to date	26,751,267
Work actually completed	82%
Work scheduled to have been completed	100%

Major work performed: Continuing work on completing the building enclosure, including site work, structural steel, concrete slabs, fireproofing, roof systems, windows and exterior walls.

Division 2—Sitework	99%
Division 3—Concrete	100%
Division 4—Stone & Masonry	53%
Division 5—Metals	97%
Division 6—Woods & Plastics	89%
Division 7—Thermal & Moisture Protection	58%
Division 8—Windows, Doors & Hardware	17%
Division 9—Finishes	87%
Division 10—Specialties	67%
Division 11—Equipment	0%
Division 13—Special Construction	100%
Division 15—Mechanical	92%
Division 16—Electrical	65%

Chronology: Invitation for bids (IFB) date	July 11, 1977
Bid date	August 30, 1977
Contract award date	October 25, 1977
Notice to proceed	October 25, 1977
Contract completion date	April 14, 1980

Phase V/A—Interior and related work—Contract No. ACso-513

Contractor: J. W. Bateson Company, Inc.

Original contract price	$15,691,000
Accepted additives	3,832,000
Total contract price	19,523,000
Change orders issued	127,090
Adjusted contract amount	19,650,090
Value of claims	27,163
Requisitions to date	7,390,355
Work actually completed	40%
Work scheduled to have been completed	40%

Major work performed: Continuing work on completion of major portions of the sub-basement through ground floor and mechanical and electrical systems in the first through ninth floors.

Division 1—Mobilization	100%
Division 2—Sitework	90%
Division 3—Concrete	92%
Division 4—Masonry	88%
Division 5—Metals	58%
Division 6—Woodwork	0%
Division 7—Waterproofing	48%
Division 8—Windows, Doors and Hardware	50%
Division 9—Finishes	1%
Division 10—Specialties	0%
Division 11—Equipment	0%
Division 13—Special construction	0%
Division 14—Elevators & AMDS	35%
Division 15—Mechanical	35%
Division 16—Electrical	25%
Division 17—Controls	7%

Chronology: Invitation for bids (IFB) date	August 7, 1978
Bid date	December 7, 1978
Contract award date	December 27, 1978

	First notice to proceed	February 5, 1979
	Second notice to proceed	October 15, 1979
	Third notice to proceed	July 1, 1980
	Scheduled contract completion date	July 31, 1982

Phase V/B—Remaining interior, electrical and related work—Contract No. ACso–548

Contractor: Charles H. Tompkins Co.

	Original contract price	$30,734,600
	Change orders issued	1,226,843
	Adjusted contract price	31,961,443
	Requisitions to date	288,300
	Work actually completed	1.04%

Major work performed: Jobsite mobilization and layout work has been started on this phase of the construction.

Chronology:	Invitation for bids (IFB) date	April 3, 1980
	Bid date	May 13, 1980
	Contract award date	June 19, 1980
	First notice to proceed	June 19, 1980
	Second notice to proceed	September 2, 1980
	Scheduled contract completion date	October 31, 1980

Phase V/B2—Remaining elevator and escalator work—Contract No. ACso–547

Contractor: U.S. Elevator Corp.

	Original contract price	$2,996,600
Chronology:	Invitation for bids (IFB) date	December 6, 1979
	Bid date	February 7, 1980
	Contract award date	June 12, 1980
	First notice to proceed	June 12, 1980

Phase V/B6—Interior stone procurement—Contract No. ACso–549

Contractor: Georgia Marble Co.

	Original contract price	$2,489,000
Chronology:	Invitation for bids (IFB) date	April 15, 1980
	Bid date	May 9, 1980
	Contract award date	June 17, 1980
	Notice to proceed	September 22, 1980
	Scheduled contract completion date	March 1, 1981

LIBRARY OF CONGRESS, JAMES MADISON MEMORIAL BUILDING CONSTRUCTION DATA (1970–1980)

Phase I—Excavation and foundation—Contract No. ACcong–461

Contractor: Henry A. Knott Co.

Original contract price	$7,239,500
Change orders issued	61,724
Final contract amount	7,301,224
Chronology: First invitation for bids (IFB) date	December 1, 1970
Presidential proclamation of national emergency	February 23, 1971
Second invitation for bids (IFB) date	March 8, 1971
Contract award date	April 23, 1971
Original contract completion date	August 3, 1972
Adjusted contract completion date	January 16, 1973
Contract closed	1973

Phase II—Furnish and deliver exterior stone—Contract No. ACcong–467

Contractor: Georgia Marble Co.

Original contract price	$5,279,413
Change orders issued	18,177
Additional custodial services	48,750
Final contract amount	5,346,340

Major work performed: 138,712 Cubic feet of stone delivered to stoneyard.

Chronology: First invitation for bids (IFB) date	September 22, 1971
Bid date	December 15, 1971
Contract award date	December 16, 1971
Original contract completion date	November 1, 1973
Adjusted contract completion date	October 2, 1974
Contract closed	May 1976

Phase III—Superstructure—Contract No. ACcong–475

Contractor: George Hyman Construction Co.

Original contract price	$24,789,000
Change orders issued	924,452
Adjusted contract amount	25,713,452
Requisitions to date	25,717,252
Completed	100%
Chronology: First invitation for bids (IFB) date	September 6, 1972
Bid date	October 19, 1972
Contract award date	December 7, 1972
Notice to proceed	December 12, 1972
Contract completion date	May 12, 1975
Adjusted completion date	July 5, 1977
Substantial completion date	October 19, 1976

Phase IV—Interior and related work—Contract No. ACcong–494

Contractor: J. W. Bateson Company, Inc.

Original contract price	$67,728,300
Change orders issued	6,348,703
Adjusted contract price	74,077,003

Requisitions to date	72,792,286
Actual work completed	99.71%
Scheduled work complete	100%

Major work performed: All remaining work, including interior partitions, finishes, mechanical/electrical and security systems, elevators and escalators, and automated book conveyor.

Chronology:	
Invitation for bids (IFB) date	January 30, 1975
Bid date	July 23, 1975
Contract award date	March 9, 1976
Notice to proceed	March 18, 1976
Original contract completion date	December 8, 1978
Adjusted contract completion date	May 31, 1979

CAPITOL POWER PLANT REMODELING CONSTRUCTION DATA (1976–1980)

Construction—Contract No. ACpp–882

Contractor: Charles H. Tompkins Co.

Original contract price	$5,624,000
Change orders issued	1,239,157
Adjusted contract amount	6,863,157
Proposals for supplements issued	1,239,157
Final contract amount	6,863,157
Requisitions to date	6,863,157
Work completed	100%
Chronology: Invitation for bid (IFB) date	March 11, 1976
Bid date	April 25, 1976
Contract award date	May 20, 1976
Notice to proceed	June 1, 1976
Contract completion	August 2, 1978
Approved extensions of time	248 Calendar days
Revised completion date	April 7, 1979
Substantial completion date	April 7, 1979

Construction—Contract No. ACpp–890

Contractor: W. G. Cornell Co.

Original contract price	$4,612,000
Change orders issued	617,827
Revised contract amount	5,229,827
Supplements issued	1,149,839
Pending disputed claims	3,340,717
Projected contract amount	6,379,666
Requisitions to date	5,229,827
Actual work complete	99%
Scheduled work complete	100%
Chronology: Invitation for bid (IFB) date	April 28, 1977
Bid date	June 2, 1977
Contract award date	July 13, 1977
Notice to proceed	July 13,1977
Contract completion date	February 14, 1979
Substantial completion date	February 18, 1980